



AGENDA
Elsea Park Community Trust Board Meeting

Thursday 8th April 2021 – 18:00

Venue: Virtual meeting via Zoom

Time	Item	
18:00	1	Welcome and Apologies JB
18:05	2	Minutes from previous meeting held on 4th March 2021 JB
18:10	3	Matters arising from the Minutes All
18:20	4	Management report BC
18:40	5	Finance Report BL
18:50	6	AGP JB
19:00	7	Directors Items All
19:10	8	Any Other Business All
19:30	9	Date of the next meeting: Thursday 6th May 2021 All

Elsea Park Community Trust Board Meeting Minutes
Thursday 8th April 2021

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Mark Underwood	MU	Owner Director
Robert Reid	RR	SKDC Representative
Emma Shorrock	ES	Owner Director
Dan Browne	DB	Developer Representative
In Attendance:		
Barry Cook	BC	Trust Manager
Bea Laidler	BL	Finance and Admin Officer

The meeting opened at 18:00 hrs. Due to the COVID-19 Emergency, this was a virtual meeting, hosted online via “Zoom”

1. Welcome and Apologies for Absence

INTERESTS IN PROPOSED TRANSACTIONS AND/OR ARRANGEMENTS WITH THE COMPANY.

1.1 In accordance with the Company’s articles of association and s.177 Companies Act 2006, each director present who was in any way, directly or indirectly, interested in the business of the meeting is required to declare the nature and extent of this interest to the other directors, save to the extent that such Interest was the subject of a notice in writing or general notice or the other directors were already aware of it (or ought reasonably to have been aware of it).

1.2 Apologies were received from Peggy Kent and Peter Bellamy.

1.3 JB welcomed everyone to the meeting and thanked them for attending.

2. Minutes from the Previous Meeting Held on 4th March 2021

The minutes of the previous meeting were reviewed and accepted as a true record of that meeting.

3. Matters arising from the Minutes

3.1 Item 5.2.e BL updated the Board regarding the Business Rates. The rate bill has been received from SKDC and The Trust has received a 100% exemption for 2021/2022.

4. Management Report

There are no items to report on this month so BC reiterated that The Trust office will be manned from Monday and two evening hirers will be restarting events.

5. Finance Reports

5.1 The Finance Report for Febraury

5.3 BL advised the meeting that 122 additional homeowners have signed up to pay the 2021/2022 Yearly Payment by direct debit and more are continuing to sign up to take advantage of the facility.

6. AGP

6.1 Outstanding Works

6.1.1 JB has negotiated a price with GTC for upgrading the gas supply. He said that works will be completed next week including fitting the new gas meter.

6.1.2 The electric supply to Elsea Park needs to be disconnected to enable a new line to be installed in Zone 9 but Western Power have delayed this due to the current lockdown whilst children are receiving home tuition and many people are working from home. It is hoped that the electricity will be connected in the next couple of weeks.

6.1.3 The hole in the road created to install the water meter should be filled.

6.2 The Pitch

6.2.1 JB hopes to be able to open the pitch on 29th March 2021 and he with BC will liaise with Lincs FA for agreement to reinstate the Football Development Officer who is currently on furlough.

6.2.2 The pitch will be opened for established clubs only at the moment but BC would like to have some open and controlled use for residents.

6.2.3 JB would like a small opening ceremony to include the mayor to officially open the facility by cutting the ribbon and the local press to record the event. PF thinks that the mayor would be amenable to this and would accept the invitation.

6.2.4 A Facebook page has been created by JB specifically for the AGP to inform residents and users of current updates.

6.2.5 There is a maintenance inspection due in two weeks.

6.2.6 A new sweeping machine is to be ordered which will help with maintenance and also extend the life of the carpet.

7. Directors' Items

7.1 The Appointments of The Chair and Vice Chair

- 7.1.1 There being no other candidate for the position of Chair, JB agreed to stand.
This was proposed by MU.
Seconded by PF and carried unanimously.
- 7.1.2 There being no other candidates for the position of Vice Chair, MM agreed to stand.
This was proposed by PK.
Seconded by PB and carried unanimously.

8. Any Other Business

8.1 Bridge 234

- 8.1.1 JB informed the Board that Bellway Homes have purchased the land on Zone 7 for which reserved matters has been submitted to for planning consent and this land includes Bridge 234.
- 8.1.2 The Bourne History Group (BHG) have put forward a proposal to save Bridge 234 but because the bridge is structurally unsafe and will require huge amounts of money in repair and maintenance costs it, it is likely the bridge will be taken down.
- 8.1.3 Bellway, in their plans, would like to save some of the structure and add information boards with the history of the bridge and include a play park with railway themed equipment.
- 8.1.4 There is a planning meeting on 17th March 2021 and JB has requested to speak as The Trust representative regarding Bellway's application.
- 8.1.5 JB asked each director their views regarding the bridge. The consensus was that it is a shame the bridge has to go because it was there before any houses were built and is part of Bourne history. However, there is no significant historical value in saving the bridge. The Board thought that Bellway's proposals are excellent and sympathetic to BHG's cause.
- 8.1.6 RR is the Planning Portfolio holder for SKDC and he has received an email saying the bricks used for the construction of the bridge are Klondyke bricks which were made locally and suggested that the whole bricks could be used for a future project which may go some way to appease the BHG.
- 8.1.7 JB thought RR's suggestion a very good one and although The Trust do not have storage facilities, maybe the bricks could be offered to BHG to make use of them.
- 8.1.8 MU said that there is still the Toft Tunnel where the old railway line can be followed.

8.2 Colouring Competition

- 8.2.1 JB has set up an Elsea Park Colouring Competition Facebook page for residents and there are around 80 in the group.

8.2.2 The prizes are all chocolate Easter eggs which JB has purchased himself but he is conscious that not all children are able to enjoy chocolate so he is liaising with Tesco for prize donations other than chocolate.

8.2.3 JB has been approached by a lady who makes crayons and asked if he would like her to donate crayons as prizes.

8.3 The Hedge that run alongside the A15

8.3.1 A letter addressed to JB was received from a resident who has requested that the hedge running alongside the A15 is increased in height to help block the sight of the increasing number of trucks using the road.

8.3.2 BC said that there are two main reasons for the hedge to have had a drastic cut.

- a. CGM failed in their duty in maintaining the hedge allowing it to grow out of control.
- b. The harsh cut should thicken the foliage which in turn will encourage nesting birds and reduce the traffic noise.

8.3.3 BC added that maybe additional tree planting would help and he will consult with the groundsman about what trees should be used and where they can be planted.

9. Date of next meeting

The next meeting is to be held on 8th April 2021.

There being no further business, the meeting closed at 7.30pm.

Finance Narrative for the Board meeting 8th April 2021

Trust budget

Expenditure continues to remain on target as expected.

AGP

The invoice for the Football Development Manager prior to his furloughing has now been received. The furlough arrangement stopped in March as the AGP opened.

The AGP is expected to generate income from April.

Grounds

Salaries are underspent due to grounds staff being furloughed part time and 80% of their furloughed time has been reclaimed from HMRC.

Grounds staff returned to work full time in March.

The Centre

Salaries are under budget because the Youth Club staff have been furloughed and 80% of their pay for February has been received from HMRC.

Youth staff are expected to return to work mid-April in accordance with Government regulations.

Explanations for the reduction in income are the same as previous months.

Overall

The accounts show higher expenditure than budget by £4.5k but £255k is expected to move to the Balance Sheet and the depreciation budgeted for the AGP will not be charged this year.

Operational Trust Budget

Item	2020/2021 Spend Budget	Year to date Budget 01/04/2020 - 28/02/2021	Year to Date Expenditure 01/04/2020 - 28/02/2021	Year to date Variance + / -	Remaining Budget 01/03/2021 - 31/03/2021	December 20 Budget	December 20 Expenditure	Variance + / -	January 21 Budget	January 21 Expenditure	Variance + / -	February 21 Budget	February 21 Expenditure	Variance + / -	Notes
Office Staff Salaries	80,000.00	66,400.00	69,065.74	-2,665.74	13,600.00	6,800.00	6,455.52	344.49	6,800.00	6,354.01	445.99	6,800.00	6,354.01	445.99	
Employers NI & Pension	6,360.00	4,644.00	5,229.93	-585.93	1,716.00	689.00	706.00	0.00	688.00	706.00	-18.00	688.00	706.00	-18.00	
Agency and temporary staff	-	-	0.00	0.00	-	-	-	0.00	-	-	0.00	-	-	0.00	
Staff Training	1,000.00	800.00	350.00	450.00	200.00	100.00	-	100.00	50.00	350.00	-300.00	50.00	-	50.00	
Recruitment & Other Staffing Costs	250.00	250.00	-	0.00	-	0.00	-	0.00	0.00	-	0.00	0.00	-	0.00	
Workwear & PPE	500.00	380.00	-	380.00	120.00	0.00	-	0.00	0.00	-	0.00	0.00	-	0.00	
Communications, Printing and Advertising	1,600.00	1,210.00	2,001.92	-791.92	390.00	660.00	657.00	3.00	200.00	182.92	17.08	100.00	96.00	4.00	
Printing	2,550.00	2,303.20	2,303.20	46.80	200.00	0.00	-	0.00	500.00	500.00	0.00	200.00	13.60	186.40	
Office Stationery	3,000.00	2,680.00	1,719.36	960.64	320.00	50.00	-	40.00	40.00	39.90	0.10	40.00	202.00	198.00	
Travel & Subsistence	150.00	120.00	1,592.38	-147.38	30.00	15.00	-	15.00	15.00	-	0.00	15.00	-	15.00	
Telephone/Mobile and Broadband	1,500.00	1,250.00	1,592.38	-342.38	250.00	100.00	56.94	43.06	150.00	305.17	-155.17	100.00	68.94	31.06	
Websites, IT and Software	3,500.00	3,415.00	3,095.87	319.13	85.00	45.00	62.40	-17.40	40.00	437.94	-397.94	40.00	11.99	28.01	
Membership & Subscriptions	500.00	465.00	350.00	115.00	35.00	100.00	-	100.00	35.00	300.00	-265.00	0.00	-	0.00	
Donations	5,000.00	-	2,625.00	-2,625.00	-	-	-	0.00	-	-	0.00	-	50.00	0.00	
Audit and Accountancy Fees	4,729.00	5,000.00	4,729.00	271.00	-	-	-	0.00	0.00	-	0.00	-	-	0.00	
Legal Fees (Court action)	12,000.00	800.00	1,500.00	-200.00	1,200.00	-	-	0.00	-	480.00	-480.00	720.00	720.00	0.00	
Professional Fees	1,550.00	1,080.00	1,356.00	-94.00	470.00	-	-	0.00	-	51.00	-51.00	-	6.00	-6.00	Payment for the Deed of Variations
Insurance	4,160.00	3,800.00	3,861.67	-61.67	360.00	-	-	0.00	-	-	0.00	-	-	0.00	
Equipment	2,500.00	800.00	-	800.00	1,700.00	100.00	-	100.00	100.00	-	0.00	100.00	-	100.00	
Miscellaneous Expenditure	1,500.00	1,500.00	768.39	731.61	-	150.00	-	150.00	450.00	498.77	-48.77	150.00	-	150.00	
Bird boxes	1,000.00	-	-	0.00	1,000.00	-	-	0.00	-	-	0.00	-	-	0.00	
Trust Community Grants	1,000.00	-	-	0.00	1,000.00	-	-	0.00	-	-	0.00	-	-	0.00	
Community Training	500.00	-	-	0.00	500.00	-	-	0.00	-	-	0.00	-	-	0.00	
Anniversary Weekend & Christmas party	3,500.00	-	-	0.00	-	-	-	0.00	-	-	0.00	-	-	0.00	
Charges (lawn machine, hand tools, bank)	5,000.00	4,210.00	5,527.24	-1,317.24	790.00	450.00	445.76	4.24	400.00	393.06	6.94	460.00	461.80	-1.80	
Proportionate Centre Costs	9,249.15	8,233.47	1,770.75	6,463.22	1,015.69	796.59	61.65	734.94	809.11	62.83	746.28	391.25	7.45	383.80	Expected expenditure is lower because the Centre is closed
Depreciation allowance	53,000.00	-	11,010.91	-5,967.37	53,000.00	-	-	0.00	-	-	0.00	-	-	0.00	
Contribution to The Centre	11,450.85	5,043.54	-	-	6,407.32	1,303.42	3,450.97	-2,147.56	3,430.90	2,781.14	649.75	1,953.75	1,634.28	319.47	
Trust Totals	202,320.00	114,431.00	117,636.85	3,205.85	87,889.00	11,359.00	11,896.24	-537.24	13,708.00	13,442.74	265.26	12,168.00	10,332.07	1,885.93	

AGP Budget

Salaries	18,500.00	6,600.00	1,692.43	4,907.57	11,900.00	1,650.00	0.00	1,650.00	1,650.00	0.00	1,650.00	1,650.00	356.28	1,293.72	The FDO started later than expected and has now been furloughed
Employers NI & Pension	2,030.00	740.00	-	740.00	1,290.00	185.00	-	185.00	185.00	-	0.00	185.00	-	185.00	FDO salary being paid by Lincs FA so The Trust are not liable for NI
Workwear & PPE	400.00	-	-	0.00	400.00	-	-	0.00	-	-	0.00	-	-	0.00	
AGP Business Rates	3,000.00	1,720.00	-	1,720.00	1,280.00	430.00	-	430.00	430.00	-	0.00	430.00	-	430.00	The facility is not yet in use and hasn't attracted business rates
AGP Water Rates	2,500.00	1,150.00	-	1,150.00	850.00	290.00	-	290.00	290.00	-	0.00	290.00	-	290.00	Water has only recently been connected and no bills have been received
AGP Maintenance	2,500.00	-	-	0.00	2,500.00	-	-	0.00	-	-	0.00	-	-	0.00	
AGP Electricity	1,500.00	-	-	0.00	1,500.00	-	-	0.00	-	-	0.00	-	-	0.00	
AGP Equipment	1,000.00	100.00	111.10	-11.10	900.00	-	-	0.00	100.00	84.01	15.99	30.00	27.09	2.91	
Sports Facilities	1,150,613.00	903,700.00	905,119.91	-1,419.91	246,913.00	830.00	830.00	0.00	-12,490.00	-12,485.92	-4.08	2,450.00	2,446.34	3.66	
Depreciation allowance	43,500.00	-	0.00	0.00	43,500.00	-	-	0.00	-	-	0.00	-	-	0.00	
AGP Totals	1,725,043.00	914,010.00	906,923.44	7,086.56	311,033.00	3,385.00	830.00	2,555.00	-9,835.00	-12,401.91	2,566.91	5,035.00	2,829.71	2,205.29	

Operational Groundsman Budget

Salaries	43,000.00	35,970.00	39,243.07	-3,273.07	7,030.00	3,510.00	4,039.06	-529.06	3,510.00	1,846.17	1,663.83	3,510.00	2,179.68	1,330.32	Includes furlough payment received from HMRC
Employers NI	4,675.00	1,660.00	2,403.37	-743.37	3,015.00	250.00	338.58	-86.58	250.00	338.58	-86.58	250.00	-	-80.00	
Workwear & PPE	1,000.00	1,000.00	1,695.30	-695.30	-	250.00	158.82	91.18	400.00	1,124.45	-724.45	-	-	0.00	
Other Grounds Personal Costs	250.00	-	0.00	0.00	250.00	0.00	-	0.00	0.00	-	0.00	0.00	-	0.00	
Equipment Hire	500.00	-	0.00	0.00	500.00	0.00	-	0.00	0.00	-	0.00	0.00	-	0.00	
Repairs and Renewals	1,000.00	440.00	948.47	-508.47	560.00	0.00	-	0.00	0.00	-	0.00	232.48	-232.48	0.00	
New equipment, tools and repairs	2,500.00	2,500.00	3,860.02	-1,360.02	-	0.00	-	0.00	480.00	1,403.04	-923.04	0.00	22.00	-22.00	Insufficient budget set
Miscellaneous Expenditure	1,000.00	1,000.00	1,309.95	-309.95	-	0.00	-	0.00	0.00	87.28	-87.28	20.02	20.02	-20.02	Insufficient budget set
Ditch & Dye Maintenance, Fence repairs and replacements	13,750.00	3,080.00	3,059.65	20.35	10,670.00	40.00	40.00	0.00	-	-	0.00	-	0.00	0.00	
Habitat Ponds	-	-	0.00	0.00	-	0.00	-	0.00	0.00	-	0.00	-	-	0.00	
Arbicultural Survey & Tree maintenance	-	-	735.00	-735.00	-	0.00	-	0.00	0.00	235.00	-235.00	-	0.00	0.00	
Landscape Projects (New works)	2,000.00	1,115.00	1,114.26	0.74	885.00	0.00	-	0.00	830.00	833.16	-3.16	-	-	0.00	
Waste collection (waste bins around the development)	1,500.00	1,055.00	728.03	326.97	445.00	0.00	-	0.00	0.00	-	0.00	-	-	0.00	Awaiting invoices from Jan and Feb for waste collection
Fuel, Oil and Water	1,500.00	900.00	1,174.16	-274.16	600.00	0.00	-	0.00	-	293.96	-293.96	-	-	0.00	
Vehicle Insurance	3,000.00	2,300.00	2,329.99	-79.99	700.00	0.00	-	0.00	-	-	0.00	-	-	0.00	
Vehicle repairs & MOT	1,000.00	320.00	317.49	2.51	680.00	0.00	-	0.00	-	-	0.00	-	-	0.00	

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Operational The Centre Budget

Staff salaries	28,000.00	22,960.00	25,719.31	-2,759.31	5,040.00	2,350.00	2,693.98	-343.98	2,350.00	806.34	1,543.67	2,350.00	1,453.30	896.70	Includes furlough payment received from HMRC
Employers NI & Pension	1,000.00	702.00	838.05	-136.05	298.00	105.00	117.68	-12.68	105.00	117.68	-12.68	105.00	98.63	6.37	
Youth Activities	5,000.00	0.00	-	-	5,000.00	-	-	0.00	-	0.00	-	-	-	0.00	
PRS & Licenses	1,750.00	1,230.00	1,168.16	61.84	520.00	-	-	0.00	-	-	0.00	-	-	-	
Advertising, Communications & Printing	400.00	260.00	-	260.00	140.00	-	-	0.00	-	-	0.00	140.00	-	140.00	
The Centre repairs, renewals & maintenance	10,000.00	7,420.00	6,813.68	606.32	2,580.00	500.00	504.00	-4.00	1,700.00	1,720.13	-20.13	1,000.00	66.00	934.00	
Business Rates	12,950.00	12,950.00	-	12,950.00	0.00	1,295.00	-	1,295.00	1,295.00	-	1,295.00	-	-	0.00	The Trust received Government exemption for 20/21
Water	1,000.00	1,000.00	719.67	280.33	0.00	0.00	-	0.00	-	14.06	-14.06	50.00	-	0.00	
Electricity	800.00	625.00	736.30	-111.30	175.00	50.00	21.96	28.04	50.00	32.86	17.14	200.00	23.80	26.20	The Centre is closed so little energy is being used
Gas	2,000.00	1,400.00	570.33	829.67	600.00	200.00	-	200.00	200.00	-	200.00	200.00	-	0.00	There is no gas heating available in the Centre
Waste Collection	500.00	430.00	242.68	187.32	70.00	0.00	0.00	0.00	40.00	0.00	40.00	800.00	0.00	0.00	No invoice received for December and January
Cleaning Contract	10,000.00	8,000.00	180.00	7,820.00	2,000.00	800.00	-	800.00	800.00	153.81	46.19	800.00	-	800.00	The cleaning contract has been cancelled
Proportioned Centre Costs (Income)	2,300.00	1,900.00	3,206.77	-1,306.77	400.00	200.00	175.00	25.00	200.00	200.00	-	200.00	-	200.00	
	-9,249.15	-8,233.47	-1,770.25	-6,463.22	-1,015.69	-796.59	-61.65	-734.94	-809.11	-62.83	-746.28	-391.25	-7.45	-383.80	
Centre Totals	61,950.85	50,643.54	38,424.70	12,218.84	11,307.32	4,703.42	3,450.97	1,252.44	5,930.90	2,782.04	3,148.85	4,453.75	1,634.28	2,819.47	Very little expenditure to be recharged to The Trust

Combined Expenditure Totals	1,566,988.85	1,131,094.54	1,122,632.77	8,461.77	435,894.32	23,497.42	20,753.67	2,743.75	15,273.90	9,984.51	5,289.36	25,416.75	17,580.24	7,886.51	
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Income 2019/2020

	2020/2021 Income Budget	Year to date Budget 01/04/2020 - 28/02/2021	Year to Date Income 01/04/2020 - 28/02/2021	Year to date Variance +/-	Remaining Budget 01/03/2021 - 31/03/2021	December 20 Budget	December 20 Income	Variance +/-	January 21 Budget	January 21 Income	Remaining Variance + /-	February 21 Budget	February 21 Income	Variance + /-	Notes
The Trust Income															
Annual charge	-415,200.00	-414,260.00	-412,217.99	-2,042.01	-3,940.00	-760.00	-146.75	-613.25	-570.00	-59.35	-510.65	-380.00	-301.14	-78.86	Income is below budget because of the slow down in the house sales
Administration fees	-20,000.00	-15,600.00	-12,350.00	-3,250.00	-4,400.00	-1,500.00	-850.00	-650.00	-1,300.00	-550.00	-750.00	-1,400.00	-400.00	-400.00	Income is below budget because of the slow down in the house sales
Interest earned	-1,000.00	-1,000.00	-3,906.04	2,906.04	0.00	0.00	-468.78	468.78	-	0.00	0.00	-	0.00	0.00	
Other	-1,000.00	-570.00	-2,447.75	1,877.75	-430.00	0.00	0.00	0.00	-	0.00	0.00	-	-81.55	81.55	
The Trust Total Income NET	440,200.00	431,430.00	430,921.78	-508.22	8,770.00	-2,260.00	-1,465.53	-794.47	-3,870.00	-609.35	-1,260.65	-2,180.00	-1,782.69	-397.31	

AGP Income															
Football Foundation grant	-497,000.00	-390,153.00	-390,153.00	0.00	-166,847.00	0.00	0.00	0.00	-	0.00	0.00	-	-	0.00	
Funding towards pavilion	-315,000.00	-315,000.00	-315,000.00	0.00	0.00	0.00	0.00	0.00	-	0.00	0.00	-	0.00	0.00	
Football pitch bookings	-10,000.00	-5,450.00	0.00	-5,450.00	-4,550.00	-2,000.00	0.00	-2,000.00	-1,450.00	-	-1,450.00	-	-	-1,450.00	No income due to lockdown
Local grants	-28,000.00	0.00	-5,000.00	5,000.00	-28,000.00	0.00	0.00	0.00	-	0.00	0.00	-	-5,000.00	-5,000.00	Bourne Town Council contribution
The AGP Total Income NET	-850,000.00	-650,603.00	-650,153.00	-450.00	-199,397.00	-2,000.00	0.00	-2,000.00	-1,450.00	0.00	-1,450.00	-6,450.00	-5,000.00	-1,450.00	

The Centre Income

Avalon Bookings	-25,500.00	-20,600.00	-2,413.79	-18,186.21	-4,900.00	-3,400.00	0.00	3,400.00	-2,500.00	-0.90	-2,999.10	-2,500.00	0.00	-2,500.00	The Centre is closed so there is no income from hires
COVID 19 grant	-25,000.00	-25,000.00	-25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0.00	
Trust Subsidy	-11,450.85	-5,043.54	-11,010.91	5,967.37	-6,407.32	-1,303.42	-3,450.97	2,147.56	-3,430.90	-2,781.14	-649.75	-1,953.75	-1,634.28	-319.47	
The Centre Total Income NET	61,950.85	50,643.54	38,424.70	-12,218.84	11,307.32	4,703.42	3,450.97	-1,252.44	5,930.90	2,782.04	-3,148.85	4,453.75	1,634.28	-2,819.47	
Total Income	-1,352,150.85	-1,132,676.54	-1,119,459.48	-13,177.06	-219,474.32	8,963.42	4,916.50	-4,046.91	9,250.90	3,391.39	-5,859.50	13,083.75	8,416.97	-4,666.78	
Total Net Budget	214,833.00	-1,582.00	3,133.29	-4,715.29	216,420.00	14,534.00	15,837.17	-1,303.17	6,023.00	6,593.12	-570.12	12,333.00	9,163.27	3,219.73	

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