

## AGENDA Elsea Park Community Trust Board Meeting

### Thursday 13<sup>th</sup> May 2021 - 18:00

**Venue: AGP Pavilion** 

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

### Elsea Park Community Trust Board Meeting Minutes Thursday 13<sup>th</sup> May 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	
Peter Bellamy	PB	School's Representative	
In Attendance:			
Barry Cook	ВС	Trust Manager	
Bea Laidler	BL	Finance and Admin Officer	

The meeting opened at 18:00 hrs.

#### 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 Paul Fellows.
- 1.3 JB welcomed everyone to the meeting and thanked them for attending.

#### 2. Minutes from the Previous Meeting Held on 8th April 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 8.2.3 JB reported that he had contacted James Griffiths of Kier regarding the NEAP on Zone 6 but there is still no update. JB feels that the S106 Officer needs to consider enforcement especially as Kier have now completed the footings on Zone 6 and still The Trust is waiting for the land transfers.
- 3.2 Item 8.4 BC reported that the remedial work has been completed on the children's play parks, new chains have been ordered for the adult swings and an additional safety gate has been installed at the Aykroft play park.

- 3.3 Item 8.5 BC mentioned that the Barnpot Theatre Group has released tickets which are limited but can be obtained free of charge.
- 3.4 Item 8.6 BC met with representatives from Kier to discuss the ditches along Raymond Mays Way and the ponds at the entrance to Elsea Park. Kier has agreed to bring the maintenance up to date before any transfers to The Trust.

#### 4. Management Report

There was nothing to report this month.

#### 5. Finance Reports

- 5.1 The Finance Report for March 2021 was emailed to the directors ahead of the meeting and the narrative explaining the overspends and underspends was given to the directors at the meeting.
- 5.2 BL informed the Board that an auditor from Street Accountants will be arriving at The Trust to carry out the yearly inspection of the accounts in May.

#### 6. AGP

- 6.1 Qube have handed over the pavilion but it requires a further clean after the snagging repairs were carried out.
- 6.2. The pavilion is still without electricity. JB has chased Richard Marriott and a contact at GTC but a connection date has yet to be set.
- 6.3 The AGP Facebook page has been installed and more bookings and enquires are being received.
- 6.4 BC reported that the on-line AGP booking software has gone live but not without a few glitches which are currently being resolved.
- 6.5 Stripe is being used as a payment method for ad hoc bookings.
- 6.6 Complaints have been received from residents of as hirers are arriving too early and queueing along Fontwell Park Drive and creating a blockage.
- 6.7 JB & BC has discussed employing another member of staff to be responsible for the AGP facility and caretaking at the Centre.

**Action: JB/BC** 

- 6.8 BC has offered a previous employee a temporary position of caretaking for the AGP and is waiting for a response.
- 6.9 MU offered to lock up on occasions to relieve the pressure on JB and BC.

**Action: MU** 

6.10 ES suggested including a Boot Exchange on the website specifically to help families who are unable to afford the required football boots designed for artificial grass.

- 6.11 BC has ordered twin bar fencing to wrap around the car park and pavilion to stop parking outside the pitch gates.
- 6.12.1 The Board discussed having a brick built barbecue at the AGP for an opening ceremony and invite all involved in the construction of the facility and residents.
- 6.12.2 The barbecue would also be good for teams celebrating the end of season.

#### 7. Directors' Items

There were no Directors' Items

#### 8. Any Other Business

- 8.1 BC said that office staff will all be returning to work on Monday as hirers are starting to return.
- 8.2 RR announced that he will no longer be the portfolio holder for the Planning Committee at SKDC although he will still be on the committee and represent The Trust.
- 8.3 RR informed everyone that the Bourne in Bloom event will take place this year and the planters at the entrances to Elsea Park will all be replanted.
- 8.4 RR said that there will be a Picnic in the Park on 4<sup>th</sup> July in Bourne.
- 8.5 Roundabout Sponsorship
- 8.5.1 RR explained that SKDC are planning to offer sponsorship on the roundabouts around Bourne.
- 8.5.2 BC said that The Trust maintain two roundabouts along Raymond Mays Way and asked will the companies sponsoring the roundabouts, also be maintaining them.
- 8.5.3 Concerns were expressed that sponsorship signs may be a hazard to drivers as they would be a distraction.
- 8.5.4 RR said that he will take the concerns discussed to the appropriate team at SKDC.

Action: RR

8.6 DB offered to sketch out a temporary route for the new development beside the AGP.

**Action: DB** 

8.7 JB requested a copy of the Emergency Plan for Flooding as RR has been re-elected to the Flood & Water Management Scrutiny Committee.

Action: RR

8.8 PB made enquiries regarding signage as construction traffic has been driving to the school. BC said that he has requested signs off The Gables directing traffic The Trust and to the school and signs at the Co-op for the AGP.

**Action: BC** 

8.9 JB has considered having a barbecue when restrictions have been lifted and would like ideas for community gathering.

**Action: All** 

- 8.10 BC has met with JJ Mac to discuss timelines for widening the passage between Salisbury Gardens and South Road and also installing the path from Springbank Drive and Coltsfoot as JJ Mac are very busy but they offered to fit the work in around their schedule.
- 8.11 JB has updated The Trust's website which ascetically looks better but he would like to add community events and local amenities and asked the Board for their ideas.

**Action: All** 

#### 9. Date of next meeting

The next meeting is to be held on 10<sup>th</sup> June 2021 at the Centre.

There being no further business, the meeting closed at 7:50pm.

## Finance Narrative for the Board meeting 13<sup>th</sup> May 2021 for year ending 31<sup>st</sup> March 2021

#### **Trust budget**

Expenditure underspent by £18k

Pay is £5k underspent as a provision of 4% pay increase was budgeted for but 2% was awarded based on private and public sector increases.

Franking is £1.3k underspent due to COVID-19 lockdown, legal documents were being emailed rather than using the postal service.

Donations were £2.6k overspent as the Board approved a payment of £1 per household shared between The Butterfield Centre and Don't Lose Hope. This wasn't in the original budget.

Other areas are £8.5k underspent because of the COVID-19 lockdown, expenditure wasn't required.

Income down by £7.3k

The main reason is that developers stop building and because of the COVID-19 situation, fewer properties were being sold leaving unrealised income of £11.6k which was offset slightly with higher than budgeted Interest Earned by £4.6k

#### **AGP**

The AGP is £1.222m underspent because £904k of capital expenditure has been transferred to Fixed Assets on the Balance Sheet but as the facility was delayed until April 2021, there was no expenditure.

Salaries is underspent as The Trust did not employee a Football Manager but instead came to an agreement with Lincs FA to pay for the provision of a Football Development Manager (FDO). Again because of delays and COVID-19, the FDO agreement was made late in the year and he was furloughed for a while.

There have been no groundsman costs allocated to the AGP.

Depreciation allowance was not spent as the facility was only completed at the very end of the year so I agreed with the auditors, not to apply depreciation for 2020/2021.

#### Income

Income like the expenditure for the AGP has been move to the Balance Sheet.

#### Grounds

As there are now three members of staff within the Grounds team, they have taken advantage of the quiet periods to carry out more repairs across the development so expenditure has exceeded the budget for miscellaneous expenditure, equipment, tools and repairs.

Ditch and dyke maintenance has been delayed so the £10.6k will be carried forward to 2021/2022.

#### **The Centre**

The Centre has been closed for over a year so savings have been made as a result.

SKDC awarded 100% relief on the Business Rates.

#### Income

Due to the Centre being closed for most of the year, there was very little Centre hire income

#### Overall

I have left the AGP expenditure and income budgets in but they should be taken out leaving a net budget of £95,775 excess income and taking into account savings for the AGP salaries and depreciation, the Business Rates relief and the delay in completing the ditchwork, the actual underspend amounted to £185.5k

# Operational Trust Budget

Trust Totals		Contribution to The Centre	Depreciation allowance	Proportioned Centre Costs	Charges (card machine, harlands, bank)	<b>Anniversary Weekend &amp; Christmas party</b>	Community Training	Trust Community Grants	Bird boxes	Miscellaneous Expenditure	Equipment	Insurance	Professional Fees	Legal Fees (Court action)	<b>Audit and Accountancy Fees</b>	Donations	Membership & Subscriptions	Website, IT and Software	Telephone/Mobile and Broadband	Travel & Subsistence	Office Stationery	Franking	Communications, Printing and Advertising	Workwear & PPE	<b>Recruitment &amp; Other Staffing Costs</b>	Staff Training	Agency and temporary staff	Employers NI & Pension	Office Staff Salaries		tem		
					ands, bank)	istmas party											s		dband				nd Advertising		g Costs								
20			24	23	22	21	20	50	19	18	17	16	14	13	12	59	11	10	9	80	7	6	5	4	3	2	1		_	Spen	202		
202,320.00		11,450.85	53,000.00	9,249.15	5,000.00	3,500.00	500.00	1,000.00	1,000.00	1,500.00	2,500.00	4,160.00	1,550.00	2,000.00	5,000.00		500.00	3,500.00	1,500.00	150.00	3,000.00	2,550.00	1,600.00	500.00	250.00	1,000.00		6,360.00	80,000.00	Spend Budget	2020/2021		
202,320.01		11,450.86	53,000.00	9,249.15	5,000.00	3,500.00	500.00	1,000.00	1,000.00	1,500.00	2,500.00	4,160.00	1,550.00	2,000.00	5,000.00		500.00	3,500.00	1,500.00	150.00	3,000.00	2,550.00	1,600.00	500.00	250.00	1,000.00		6,360.00	80,000.00	31/03/2021	01/04/2020 -	Budget	Year to date
184,377.94		15,071.79	54,057.00	1,844.71	5,674.14					842.89		3,861.67	172.00	1,860.00	4,729.00	2,625.00	350.00	3,187.24	1,622.34		1,719.36	3,053.20	2,001.92			350.00		5,935.93	75,419.75	31/03/2021	01/04/2020 -	Expenditure	Year to Date
17,942.07		-3,620.94	-1,057.00	7,404.44	-674.14	3,500.00	500.00	1,000.00	1,000.00	657.11	2,500.00	298.33	1,378.00	140.00	271.00	-2,625.00	150.00	312.76	-122.34	150.00	1,280.64	-503.20	-401.92	500.00	250.00	650.00	0.00	424.07	4,580.25	Variance + / -	Year to date		
- 0.01		- 0.01																												Budget	Remaining		
13,708.00	П	. 3,430.90		809.11	400.00					450.00	100.00				0.00		35.00	40.00	150.00	15.00	40.00	500.00	200.00	0.00	0.00	50.00		688.00	6,800.00	Budget	January 21		
13,442.74		2,781.14		1 62.83	0 393.06					0 498.77	0 -		51.00	480.00	0 -		0 300.00	0 437.94	0 305.17	0 -	0 39.90	0 500.00	0 182.92	0 -	0 -	0 350.00		0 706.00	0 6,354.01	Expenditure	1 January 21 Variance +/		-
265.26		649.75	0.00	746.28	6.94	0.00	0.00	0.00	0.00	-48.77	100.00	0.00	-51.00	-480.00	0.00		-265.00	-397.94	-155.17	15.00	0.10	0.00	17.08	0.00	0.00	-300.00	0.00	-18.00	445.99		Variance +		
11,818.00		1,953.75		391.25	460.00					0.00	100.00			720.00			0.00	40.00	100.00	15.00	200.00	200.00	100.00	0.00	0.00	50.00		688.00	6,800.00	Budget	February 21		
10,332.07		1,634.28	-	7.45	461.80	-					-	-	6.00	720.00		50.00		11.99	68.94	-	202.00	13.60	96.00		-	-	-	706.00	6,354.01	Expenditure	February 21 Variance + /		
1,535.93	li	319.47	0.00	383.80	-1.80	0.00	0.00		0.00	0.00	100.00	0.00	-6.00	0.00	0.00		0.00	28.01	31.06	15.00	-2.00	186.40	4.00	0.00	0.00	50.00	0.00	-18.00	445.99	-	Variance + /		
76,071.01		4,453.57	53,000.00	624.44	330.00	3,500.00	500.00	1,000.00	1,000.00		1,600.00	360.00	470.00	480.00	0.00		35.00	45.00	150.00	15.00	120.00	0.00	290.00	120.00	0.00	150.00		1,028.00	6,800.00	Budget	March 21		
66,741.09		4,060.88	54,057.00	74.46	146.90					74.50			36.00	360.00				91.37	29.96			750.00						706.00	6,354.01	Expenditure	March 21		
9,329.92		392.69	-1,057.00	549.97	183.10	3,500.00	500.00	1,000.00	1,000.00	-74.50	1,600.00	360.00	434.00	120.00	0.00		35.00	-46.37	120.04	15.00	120.00	-750.00	290.00	120.00	0.00	150.00	0.00	322.00	445.99	Variance + / -			
		1		Expected expenditure is lower because the Centre is closed		3,500.00 Budget set but not used	Budget set but not used	Budget set but not used	Budget set but not used		Budget set but not used	Budget set but not used	434.00 Budget set but not used																	Notes	D		
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### AGP Budget

ላGP Totals	Depreciation allowance	Sports Facilities	AGP Equipment	AGP Electricity	AGP Maintenance	AGP Water Rates	AGP Business Rates	Workwear & PPE	Employers NI & Pension	Salaries
	32	31	30	29	28	27	26	25		
1,225,043.00	43,500.00	1,150,613.00	1,000.00	1,500.00	2,500.00	2,000.00	3,000.00	400.00	2,030.00	18,500.00
1,225,043.00	43,500.00	1,150,613.00	1,000.00	1,500.00	2,500.00	2,000.00	3,000.00	400.00	2,030.00	18,500.00
3,225.99	0.00	1,049.47	428.57		55.52					1,692.43
1,221,817.01	43,500.00	1,149,563.53	571.43	1,500.00	2,444.48	2,000.00	3,000.00	400.00	2,030.00	16,807.57
-	-	-	-	-						
-9,835.00		-12,490.00	100.00			290.00	430.00		185.00	1,650.00
-12,401.91		-12,485.92	84.01			-	-	-		0.00
2,566.91	0.00	-4.08	15.99	0.00	0.00	290.00	430.00	0.00	185.00	1,650.00
5,035.00	0.00	2,450.00	30.00	0.00	0.00	290.00	430.00	0.00	185.00	1,650.00
2,829.71		2,446.34	27.09							356.28
2,205.29	0.00	3.66	2.91	0.00	0.00	290.00	430.00	0.00	185.00	1,293.72
305,998.00	43,500.00	244,463.00	870.00	1,500.00	2,500.00	560.00	850.00	400.00	1,105.00	10,250.00
-903,697.45		-904,070.44	317.47		55.52					
1,209,695.45	43,500.00	1,148,533.44	552.53	1,500.00	2,444.48	560.00	850.00	400.00	1,105.00	10,250.00
	43,500.00 No depreciation charged	1,148,533.44 Expenditure moved to the Balance Sheet		,500.00 Budget set but not used	2,444.48 Budget set but not used	560.00 Water has only recently been connected and no bills have been received	850.00 The facility is not yet in use and hasn't attracted business rates		I,105.00 FDO salary being paid by Lincs FA so The Trust are not liable for NI	10,250.00 The FDO started later than expected and and has now been furloughed

# Operational Groundsman Budget

	Play ground inspection	Vehicle repairs & MOT	Vehicle Insurance	Fuel, Oil and Water	development)	Waste collection (waste bins around the	Landscaping Projects (New works)	<b>Arboricultural Survey &amp; Tree maintenance</b>	Habitate Ponds	replacements	Ditch & Dyke Mainter	Miscellaneous Expenditure	New equipment, tools and repairs	Repairs and Renewals	Equipment Hire	Other Grounds Personnel Costs	Workwear & PPE	Employers NI	Salaries
	5	Т				ste bins around the	(New works)	& Tree maintenance			Ditch & Dyke Maintenance, Fence repairs and	diture	s and repairs	S		nnel Costs			
	47	46	45	44	43		42	41	40	39		38	37	36	35	34	33		
	1,000.00	1,000.00	3,000.00	1,500.00	1,500.00		2,000.00			13,750.00		1,000.00	2,500.00	1,000.00	500.00	250.00	1,000.00	4,675.00	43,000.00
	1,000.00	1,000.00	3,000.00	1,500.00	1,500.00		2,000.00			13,750.00		1,000.00	2,500.00	1,000.00	500.00	250.00	1,000.00	4,675.00	43,000.00
	729.02	317.49	2,329.99	1,258.13	1,110.03		1,114.26	1,470.00		3,096.34		1,354.95	3,936.67	948.47	0.00	0.00	1,723.29	2,688.59	42,709.75
L	270.98	682.51	670.01	241.87	389.97		885.74	-1,470.00	0.00	10,653.66		-354.95	-1,436.67	51.53	500.00	250.00	-723.29	1,986.41	290.25
					0.00		830.00	0.00	0.00			0.00	480.00	0.00			400.00	250.00	3,510.00
	-			293.96			833.16	235.00	-	-		87.28	1,403.04				1,124.45	338.58	1,846.17
-	0.00	0.00	0.00	-293.96	0.00		-3.16	-235.00	0.00	0.00		-87.28	-923.04	0.00	0.00	0.00	-724.45	-88.58	1,663.83
													0.00					250.00	3,510.00
										0.00		20.02	22.00	232.48				330.00	2,179.68
	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		-20.02	-22.00	-232.48	0.00	0.00	0.00	-80.00	1,330.32
	330.00	680.00	700.00	600.00	445.00		885.00			10,670.00				560.00	500.00	250.00		2,765.00	3,520.00
				83.97	382.00			735.00		36.69		45.00	76.65				27.99	285.22	3,466.68
	330.00 B	680.00 B	700.00 B	516.03 B	63.00		885.00 B	-735.00	0.00	10,633.31 B		-45.00 li	-76.65 lr	560.00 B	500.00 B	250.00 B	-27.99	2,479.78	53.32
	330.00 Budget set but not used	680.00 Budget set but not used	700.00 Budget set but not used	516.03 Budget set but not used			885.00 Budget set but not used			10,633.31 Budget set but not used		Insufficient budget set	-76.65 Insufficient budget set	560.00 Budget set but not used	500.00 Budget set but not used	250.00 Budget set but not used			

## Operational The Centre Budget

tions & Printing 4 1,750,000 1,750,000 1,188.16 1 44 1,750,000 1,1750,000 1,188.16 1 45 1,000,000 10,000,000 8,957,20 1 45 1,000,000 12,950,000 -778,52 1 45 1,000,000 12,950,000 778,32 1 45 2,000,000 2,000,000 370,01 1 45 (income) 49,249,15 1,000,000 1,000,000 1 45 (income) 49,249,15 1,566,988.85 1,566,988.85 294,876,49 1,272	28,000.00 28,000.00 27,447.04 1,000.00 1,000.00 936.68
## 250,00 1,183,16   ## 1,150,00 1,1750,00 1,188,16   ## 1,150,00 1,000,00 1,188,16   ## 1,150,00 1,000,00 8,957,20 1 ## 1,12950,00 1,2950,00 778,52   ## 2,000,00 2,000,00 777,32   ## 2,000,00 2,000,00 777,32   ## 2,000,00 2,000,00 3,217,37   ## 2,000,00 1,000,00 3,217,37   ## 2,000,00 1,000,00 3,217,37   ## 2,000,00 1,000,00 3,217,37   ## 2,000,00 1,000,00 3,217,37   ## 2,000,00 1,000,00 3,217,37   ## 2,000,00 1,000,00 3,217,37   ## 2,000,00 1,000,00 3,217,37   ## 2,000,00 1,000,00 3,217,37   ## 2,000,00 1,000,00 3,217,37   ## 3,000,00	28,000.00 28,000.00 27,447.04 1,000.00 1,000.00 936.68
1,750,00 1,188.16 1,1750,00 1,188.16 1,1750,00 1,188.16 1,100,00 1	28,000.00 27,447.04 1,000.00 936.68
8,957.20 1 8,957.20 1 778.62 777.32 1770.33 1 370.01 9 3,217.37 9 42,485.88 159 294,876.49 1,272	27,447.04 936.68
1272	
\$81.94 400.00 1,042.80 1,295.000 12,295.000 12,295.000 12,206.67 130.00 9,820.00 9,820.00 19,455.27 19,465.27 1,272,112.37	55
	552.96 63.32
0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00
1,700.00 1,700.00 1,295.00 0 1,295.00 0 1,295.00 0 1,200.00 1,200.	2,350.00
1,720.13 1,720.13 14.06 32.86 32.86 153.81 -62.83 2,782.04	806.34 117.68
0.00 0.00 0.00 -20.13 1.295.00 17.14 17.14 200.00 40.00 800.00 800.00 800.00 800.00 800.00 800.00 800.00 800.00 800.00 800.00 800.00 800.00 800.00	1,543.67 -12.68
140.00 1,000.00 50.00 50.00 200.00 200.00 200.00 391.25 4,453.75 25,066.75	2,350.00 105.00
23.80 23.80 0.00 - 7.45 1,634.28	1,453.30 98.63
	896.70 6.37
1,580,00 1,580,00 1,580,00 1125,00 400,00 700,00 1,200,00 1,200,00 6,853,57 410,827,58 -	2,690.00 193.00
2,143.52 2,143.52 58.95 41.02 1127.33 10.60 -146.90 4,060.88	1,727.74 98.63
50.00 li 520.00 li 6.63.52 0.00 0.00 0.00 0.58.95 83.98 1,200.00 157.33 1,200.00 199.40 4077.53 1,238,583.86	962.27 I
Budget set but not used  Budget set but not used  Budget set but not used  The Trust received Government exemption for 20/21  The Centre is dosed so little energy is being used  There is no gas heating available in the Centre No invoice received for December and Janaury  The cleaning contract has been cancelled  Very little expenditure to be recharged to The Trust	Includes furlough payment received from HMRC
	1,700.00         -         0,00         -         0,00         -         500.00         -         400.00         -         0.00         -         0.00         -         -         200.00         -         -         200.00         -         -         -         200.00         -         -         -         -         -         -         -

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