



AGENDA
Elsea Park Community Trust Board Meeting

Thursday 10th June 2021 – 18:00

Venue: Meeting Room, The Centre @ Elsea Park

Time	Item	
18:00	1	Welcome and Apologies JB
18:05	2	Minutes from previous meeting held on 13th May 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
	7.1	Skate Board park PF
	7.2	EP Summer Extravaganza PK/AM
19:10	8	Any Other Business All
19:30	9	Date of the next meeting: Thursday 1st July 2021 All

Elsea Park Community Trust Board Meeting Minutes
Thursday 10th June 2021

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Mark Underwood	MU	Owner Director
Peggy Kent	PK	Resident Director
Peter Bellamy	PB	School's Representative
In Attendance:		
Barry Cook	BC	Trust Manager
Bea Laidler	BL	Finance and Admin Officer
Anna Machnik	AM	Prospective Director

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 Robert Reid, Emma Shorrocks and Dan Browne.

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

1.4 JB introduced Anna Machnik as a prospective director who has had a previous association with The Trust.

2. Minutes from the Previous Meeting Held on 13th May 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 3.4 JB reported that despite walking around the development with a representative from Tilia Homes, no response has been received to his email regarding the work required to be undertaken prior to the land transfer.

3.2 Item 3.3 JB said that the Barmpt Theatre Group was well received. PF has had good feedback but disappointed at the lack of promotion from SKDC. BC added that residents only found out about the event from the Elsea Park Newsletter.

4. Management Report

BC read out the following points from his Management Report.

- 4.1 The new printer has arrived which proved to be more cost effective than purchasing a new fuser unit, drums and cartridges.
- 4.2 The condemned boiler has been replaced and is now operational.
- 4.3 BC met with Barratt to discuss the transfer of the NEAP at The Furlongs but it is not in a suitable standard to be transferred. The fibrefall requires remedial work, the fence is in a dangerous condition, the access is unsafe and the ground is uneven.
- 4.4 BC had met with a representative from Barratt after he had asked the groundskeeper to cut the grass outside of the Barratt show homes as a number of complaints have been received from residents. Barratt have arranged for the maintenance contract to recommence on Tuesday as the contractor should not have stopped.
- 4.5 Tilia Homes (Kier) land transfers
 - 4.5.1 BC has contacted Tilia Homes today who are keen to get the ditch and ponds work started. They are just waiting for costs.
 - 4.5.2 Fen Ditching, the contractors have proposed that work is carried out in stages to allow wildlife to be re-established where trees will be cut.
 - 4.5.3 Fen Ditching will require storage for the removed silt.
 - 4.5.4 Tilia Homes are considering passing an agreed lump sum to The Trust to pay for the work. BL raised the fact that if The Trust pays the invoices, VAT cannot be reclaimed therefore Tilia Homes should be responsible for making the payments.
- 4.6 There was a request from Bellway for additional hoarding to be put up, however, The Trust believed this would be too obtrusive and have recommended they share the existing one.
- 4.7 Objections to the roundabout sponsorship have been submitted as it is felt that advertising boards will be a distraction to drivers. Currently, The Trust ground staff maintain the grass on the roundabouts and advertising boards will hinder the maintenance.
- 4.8 The replacement chains for the adult swings have arrived and were fitted yesterday.

5. Finance Reports

- 5.1 The Finance Report for March 2021 was emailed to the directors ahead of the meeting and BL explained the variances.
- 5.2 JB asked if the first reminders had been sent to which BL replied that she has sent out about 200 reminders.

6. AGP

6.1 There is still no update regarding electricity connection although JJ Mac have started work for Tilia Homes on Zone 9 so it is hoped that power will be connected very soon.

6.2 The gas pipe has now been sealed and backfilled.

6.3 The fencing is due to be delivered next week and will be installed over the next month.

6.4 Pitch bookings are increasing.

6.5 The Trust plan to apply for a 'Changing Places' status which recognises safe and available facilities for all.

Action: PK

7. Directors' Items

7.1 PF withdrew the skate park agenda item as Bourne Town Council has taken over the management of the park.

7.2 Elsea Park End of Summer Extravaganza

PK led this subject as she, ES and AM have met to make arrangements for the day.

7.2.1 The date has been agreed to hold the Extravaganza on Sunday 22nd August from 10:00am to 3:00pm.

7.2.2 Activities have been arranged including live music, a bake off, tabletop sale, an inflatable helter-skelter, an assault course and other activities.

7.2.3 There will be a savoury box per family which requires pre-booking.

7.2.4 BL will be sourcing a marquee and hay bales.

Action: BL

7.2.5 BL will enquire if Oak Family Entertainment will be willing to operate the bar.

Action: BL

7.2.6 BL will check how many wrist bands are available from previous year's Picnic in the Park.

Action: BL

7.2.7 AM will be designing and producing the posters, tickets and Facebook notices.

Action: AM

7.2.8 JB expressed his thanks to PK, ES and AM for their efforts and hard work and said that due to lockdown, this is a much-needed event especially as the last two Picnic in the Park events have had to be cancelled.

8. Any Other Business

8.1 JB advised the Board that he has been in discussion with JJ Mac who are appointing a contractor to widen the permissive footpath between Salisbury Gardens and South Road and installing a path from Springbank Drive and Coltsfoot Drive. He hopes to have news very soon.

Action: JB

8.2 JB said that currently the Litter Picker group uses grabbers kindly loaned from the Co-op, which are no longer available, so he has submitted a proposal to Tesco for equipment.

Action: JB

8.3 JB has put forward the prescription collectors for an SKDC Community Award to recognise the efforts of the group especially during lockdown where the vulnerable residents were not able to collect their own medicines etc.

Action: JB

8.4 The Board discussed the potential purchase of Tilia House. JB asked if there were any concerns from the directors. The Board voted unanimously to submit an offer based on three valuations.

8.5 PF announced that Bourne Town Council will be holding a Picnic in the Park with music at the Wellhead on 4th July 2021.

8.6 BC asked if the Board were willing to hire the hall to a Christian Church group for a regular six-hour booking each Sunday. Considering that this would restrict residents from hiring the hall for their parties and celebrations, the Board declined the booking.

8.7 PB informed the Board that a temporary classroom will be installed at the school in July.

8.8 PB has spoken to Richard Marriott of Tilia Homes who has advised that the road restriction will be in place at least until November 2021.

8.9 BC said that the fencing supplies will be delivered next week for the Centre car park and the AGP. The supplies will be stored on the grassed area in the Centre car park until required.

9. Date of next meeting

The next meeting is to be held on 1st July 2021 at the Centre.

There being no further business, the meeting closed at 20:15 hrs.

Operational Trust Budget

Item		2021/2022 Spend Budget	Year to date Budget 01/04/2021 - 30/04/2021	Year to Date Expenditure 01/04/2020 - 30/04/2021	Year to date Variance +/-	Remaining Budget 01/05/2021 - 31/03/2022	April 21 Budget	April 21 Expenditure	Variance +/-	Notes
Office Staff Salaries		81,000.00	6,700.00	6,686.97	13.03	74,300.00	6,700.00	6,686.97	13.03	Budget did not include small employers NI rebate
Employers NI & Pension		8,650.00	700.00	146.02	553.98	7,950.00	700.00	146.02	0.00	
Agency and temporary staff	1	-	-	-	0.00	-	-	-	0.00	
Staff Training	2	1,000.00	-	-	0.00	1,000.00	-	-	0.00	
Recruitment & Other Staffing Costs	3	250.00	-	-	0.00	250.00	-	-	0.00	
Workwear & PPE	4	500.00	-	-	0.00	500.00	-	-	0.00	
Communications, Printing and Advertising	5	2,000.00	-	-	0.00	2,000.00	-	-	0.00	
Franking	6	2,600.00	-	-	0.00	2,600.00	-	-	0.00	
Office Stationery	7	3,060.00	100.00	-	100.00	2,960.00	100.00	-	100.00	
Travel & Subsistence	8	150.00	-	-	0.00	150.00	-	-	0.00	
Telephone/Mobile and Broadband	9	1,530.00	100.00	-	100.00	1,430.00	100.00	-	100.00	
Website, IT and Software	10	3,570.00	100.00	187.20	-87.20	3,470.00	100.00	187.20	-87.20	
Membership & Subscriptions	11	510.00	-	-	0.00	510.00	-	-	0.00	
Donations	59	-	-	-	0.00	-	-	-	0.00	
Audit and Accountancy Fees	12	5,500.00	-	-	0.00	5,500.00	-	-	0.00	
Legal Fees (Court action)	13	2,040.00	-	-	0.00	2,040.00	-	-	0.00	
Professional Fees	14	1,581.00	-	-	0.00	1,581.00	-	-	0.00	
Insurance	16	4,250.00	-	-	0.00	4,250.00	-	-	0.00	
Equipment	17	2,550.00	-	-	0.00	2,550.00	-	-	0.00	
Miscellaneous Expenditure	18	1,530.00	-	20.39	-20.39	1,530.00	-	20.39	-20.39	
Bird boxes	19	1,000.00	-	-	0.00	1,000.00	-	-	0.00	
Trust Community Grants	50	1,000.00	-	-	0.00	1,000.00	-	-	0.00	
Community Training	20	500.00	-	-	0.00	500.00	-	-	0.00	
Anniversary Weekend & Christmas party	21	3,500.00	-	-	0.00	3,500.00	-	-	0.00	
Charges (card machine, handlands, bank)	22	5,100.00	500.00	489.90	10.10	4,600.00	500.00	489.90	10.10	
Proportioned Centre Costs	23	8,843.40	713.11	145.98	567.13	8,130.29	713.11	145.98	567.13	
Depreciation allowance		54,000.00	-	-	0.00	54,000.00	-	-	0.00	
Contribution to The Centre		35,156.20	-	-152.44	152.44	35,156.20	-	-152.44	152.44	
Trust Totals		231,370.60	8,913.11	7,524.01	1,389.09	222,457.49	8,913.11	7,524.01	1,389.09	

AGP Budget

Salaries		24,000.00	1,980.00	1,490.24	489.76	22,020.00	1,980.00	1,490.24	489.76	Budget did not include small employers NI rebate
Employers NI & Pension		612.00	50.00	8.96	41.04	562.00	50.00	8.96	41.04	
Workwear & PPE	24	400.00	-	0.00	0.00	400.00	-	-	0.00	
AGP Business Rates	25	3,000.00	300.00	0.00	300.00	2,700.00	300.00	-	300.00	No Business Rates charged by SKDC
AGP Water Rates	26	2,000.00	-	0.00	0.00	2,000.00	-	-	0.00	
AGP Maintenance	27	2,500.00	-	0.00	0.00	2,500.00	-	-	0.00	
AGP Electricity	28	1,500.00	-	0.00	0.00	1,500.00	-	-	0.00	
AGP Gas	29	2,000.00	-	0.00	0.00	2,000.00	-	-	0.00	
AGP Insurance	30	1,200.00	-	0.00	0.00	1,200.00	-	-	0.00	
AGP Equipment	31	1,000.00	100.00	0.00	100.00	900.00	100.00	-	100.00	
AGP Cleaning/Materials	32	1,500.00	-	0.00	0.00	1,500.00	-	-	0.00	
AGP Communications & Software	60	1,500.00	900.00	900.00	0.00	600.00	900.00	900.00	0.00	
AGP Miscellaneous	61	1,000.00	200.00	15.86	184.14	800.00	200.00	15.86	184.14	
Depreciation allowance	63	41,500.00	-	0.00	0.00	41,500.00	-	-	0.00	
AGP Totals		83,712.00	3,530.00	2,415.06	1,114.94	80,182.00	3,530.00	2,415.06	1,114.94	

Operational Groundsman Budget

Salaries	43,260.00	3,570.00	3,567.32	2.68	39,690.00	3,570.00	3,567.32	2.68	
Employers NI	3,600.00	299.00	35.82	263.18	3,301.00	299.00	35.82	263.18	Budget did not include small employers NI rebate
Workwear & PPE	2,000.00	-	0.00	0.00	2,000.00	-	-	0.00	
Other Grounds Personnel Costs	250.00	-	0.00	0.00	250.00	-	-	0.00	
Equipment Hire	500.00	-	0.00	0.00	500.00	-	-	0.00	
Repairs and Renewals	1,000.00	140.00	138.77	1.23	860.00	140.00	138.77	1.23	
New equipment and tools	4,000.00	-	0.00	0.00	4,000.00	-	-	0.00	
Miscellaneous Expenditure	1,500.00	160.00	167.06	-7.06	1,340.00	160.00	167.06	-7.06	
Ditch & Dyke Maintenance, Fence repairs and replacements	50,450.00	450.00	440.00	10.00	50,000.00	450.00	440.00	10.00	
Arboricultural Survey & Tree maintenance	1,000.00	-	0.00	0.00	1,000.00	-	-	0.00	
Landscaping Projects (New works)	2,500.00	-	0.00	0.00	2,500.00	-	-	0.00	
Waste collection (waste bins around the development)	2,100.00	-	0.00	0.00	2,100.00	0.00	-	0.00	
Fuel, Oil and Water	1,500.00	-	0.00	0.00	1,500.00	-	-	0.00	
Vehicle Insurance	3,000.00	-	0.00	0.00	3,000.00	-	-	0.00	
Vehicle repairs & MOT	1,000.00	80.00	80.94	-0.94	920.00	80.00	80.94	-0.94	
Play ground inspection	1,000.00	-	20,632.80	-20,632.80	1,000.00	-	20,632.80	-20,632.80	Fluorefall replacement not included in the original budget
Groundsman Totals	118,660.00	4,699.00	25,062.72	- 20,363.72	113,961.00	4,699.00	25,062.72	- 20,363.72	

Operational The Centre Budget

Staff salaries		30,508.00	2,320.00	2,144.65	175.35	28,188.00	2,320.00	2,144.65	175.35	
Employers NI & Pension		1,120.00	89.00	13.43	75.57	1,031.00	89.00	13.43	75.57	Budget did not include small employers NI rebate
Youth Activities	49	500.00	-	0.00	0.00	500.00	-	-	0.00	
PS & Licenses	50	1,750.00	-	0.00	0.00	1,750.00	-	-	0.00	
Advertising, Communications & Printing	51	400.00	-	0.00	0.00	400.00	-	-	0.00	
The Centre repairs, renewals & maintenance	52	10,000.00	450.00	450.00	0.00	9,550.00	450.00	450.00	0.00	
Business Rates	53	12,600.00	1,260.00	0.00	1,260.00	11,340.00	1,260.00	-	1,260.00	Government allowed 100% Business Rates relief
Water	54	1,000.00	-	0.00	0.00	1,000.00	-	-	0.00	
Electricity	55	800.00	50.00	62.10	-12.10	750.00	50.00	62.10	-12.10	
Gas	56	2,000.00	-	0.00	0.00	2,000.00	-	-	0.00	
Waste Collection	57	700.00	60.00	0.00	60.00	640.00	60.00	-	60.00	
Cleaning	58	3,300.00	275.00	274.64	0.36	3,025.00	275.00	274.64	0.36	
Proportioned Centre Costs (Income)		-8,843.40	-713.11	-145.98	-567.13	-8,130.29	-713.11	-145.98	-567.13	
Centre Totals		55,834.60	3,790.89	2,798.85	992.05	52,043.71	3,790.89	2,798.85	992.05	
Combined Expenditure Totals		489,577.20	20,933.00	37,800.64	-16,867.64	468,644.20	20,933.00	37,800.64	-16,867.64	

Income 2019/2020

		2021/2022 Income Budget	Year to date Budget 01/04/2021 - 30/04/2021	Year to Date Income 01/04/2021 - 30/04/2021	Year to date Variance + / -	Remaining Budget 01/05/2021 - 31/03/2021	April 21 Budget	April 21 Income	Variance + / -	Notes
The Trust Income										
Annual charge	a	-577,735.20	-560,922.80	-561,248.72	325.92	-16,812.40	-560,922.80	-561,248.72	325.92	
Administration fees	b	-20,000.00	-1,500.00	-1,200.00	-300.00	-18,500.00	-1,500.00	-1,200.00	-300.00	
Interest earned	c	-1,000.00	0.00	0.00	0.00	-1,000.00	0.00	0.00	0.00	
Other	d	-1,000.00	0.00	0.00	0.00	-1,000.00	0.00	0.00	0.00	
The Trust Total Income NET		-599,735.20	-562,422.80	-562,448.72	25.92	-37,312.40	-562,422.80	-562,448.72	25.92	
AGP Income										
Football pitch bookings	e	-43,000.00	-600.00	-605.00	5.00	-42,400.00	-600.00	-605.00	5.00	
The AGP Total Income NET		-43,000.00	-600.00	-605.00	5.00	-42,400.00	-600.00	-605.00	5.00	
The Centre Income										
Avalon Bookings	f	-20,000.00	-2,000.00	-2,951.29	951.29	-18,000.00	-2,000.00	-2,951.29	951.29	Income higher due to updating SAGE with previous year's hires
Trust Subsidy		-35,156.20	-1,790.89	152.44	-1,943.34	-33,365.31	-1,790.89	152.44	-1,943.34	
The Centre Total Income NET		-55,156.20	-3,790.89	-2,798.85	-992.05	-51,365.31	-3,790.89	-2,798.85	-992.05	
Total Income		-697,891.40	-566,813.69	-565,852.57	-961.13	-131,077.71	-566,813.69	-565,852.57	-961.13	
Total Net Budget		-208,314.20	-545,880.69	-528,051.93	-17,828.76	-337,566.49	-545,880.69	-528,051.93	-17,828.76	

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