



AGENDA
Elsea Park Community Trust Board Meeting

Thursday 1st July 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 10th June 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 5th August 2021 All

Elsea Park Community Trust Board Meeting Minutes
Thursday 1st July 2021

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Emma Shorrocks	ES	Owner Director
Peggy Kent	PK	Resident Director
Paul Fellows	PF	Bourne Town Council Representative
Robert Reid	RR	SKDC 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 Mark Underwood.

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

2. Minutes from the Previous Meeting Held on 10th June 2021

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

3. Matters arising from the Minutes

There were no matters arising.

4. Management Report

BC read out the following points from his Management Report.

4.1 Teams meeting with Streets.

4.1.1 BC had a Teams call with Streets, the auditors and discussed two issues:

4.1.2 It was agreed to include accrued interest in the accounts.

4.1.3 Because of the built-up reserves, HMRC may consider The Trust to be trading, however, BC explained that during a visit from HMRC, no questions arose regarding The Trust's operations.

4.2 Meeting with Streetscape and Taylor Wimpey

4.2.1 BC met with Doug Belfield (DB) of Streetscape and Tim Sellens (TS) of Taylor Wimpey to discuss the new play area.

4.2.2 BC has asked for the play area to be installed in September 2021.

4.2.3 DB inspected the LEAP at the Furlongs and agreed the remedial works to be carried out at the same time as installing the new play park.

4.2.4 TS has arranged for the cycle path to be installed to meet up with the Barratt development.

4.2.5 Haydock Park Drive was closed for essential water works maintenance leaving no safe routes for pedestrians to access the Co-op. This is due to re-open Tuesday next week.

5. Finance Reports

5.1 The Finance Report for May 2021 was emailed to the directors ahead of the meeting and BL explained the variances.

5.2 BC has emailed DB for an update on the land transfers in order to receive the Football Foundation grant payment.

Action: BC

5.3 BC requested that the £20k fibrefall cost to be moved from Playground inspections to Repair & Renewals. BL agreed to action this.

Action: BL

6. AGP

6.1 Electricity connection

6.1.1 Western Power have still to upgrade the substation.

6.1.2 JB emailed GTC who has now lifted any restrictions on cutting power whilst people and children were working from home. GTC will issue a schedule by close of play tomorrow.

Action: JB

6.1.3 JB has discovered that Tilia Homes will have electricity connections by the end of August 2021 for electricity connection for which Tilia should complete any remedial works by mid-September so it is promising news for the pavilion.

6.2. BC and LG, the groundsman met with the pitch inspector who confirms that the pitch is being well maintained and intends to decrease his inspections from bi-monthly to every three

or four months. Due to the increasing use, the inspector advises considering brushing the pitch twice a week.

6.3 The fencing has been delivered and the contractor will start erecting it next week.

6.4 GH, the football development officer is coming to the pitch on Wednesday on a weekly basis. BC will ask if GH could change the day to Thursday to be part of the Board meeting for his monthly report.

Action: BC

6.5 BC read out the report on behalf of GH which included:

6.5.1 The pitch bookings are increasing despite being off-season.

6.5.2 GH foresees the time where people may have to be turned away because there are no available time slots.

6.5.3 The response from Elsea Park residents has been lacking for the community sessions.

6.5.4 GH is planning to create a Community Leaders Programme and train 16 – 18-year-olds to run the community sessions. JJ Mac has expressed an interest in purchasing advertising space to support the scheme.

Action: GH

6.5.5 Deeping United are training pupils at the Willoughby School, which Lincs FA have contributed from their budget. They plan to use the AGP for Willoughby School pupils in the future.

6.5.6 GH has been involved in organising a 'walking' football league for 14 July 2021.

Action: GH

6.5.7 BC requested the income figures for the April and May bookings. The income equates to 38% of the expected budgeted income when the pitch is in full use. Considering the AGP is a new facility and COVID-19 restrictions are still in place, this is a very good result.

6.6 JB received a telephone call from Tilia Homes who would like to install a temporary footpath to avoid people walking on the site. The footpath would affect the proposed fencing but JB is considering a gate to be sited in the fencing to resolve the issue.

Action: JB

6.7 JB will prepare another snagging list for the pavilion as the light in the corridor is not working and there is a problem with the central heating.

Action: JB

6.8 ES asked if the defibrillator has been sited on the outside of the pavilion. JB responded saying that the defibrillator is not fixed, it is kept inside for security but it is placed in an outside waterproof box outside when the pitch is in use.

7. Directors' Items

7.1 Elsea Park End of Summer Extravaganza

PK updated the Board on the progress to date.

7.1.1 PK has received confirmation from the caterer for 200 grazing boxes.

7.1.2 AM has designed a banner which was unfurled and shown to the Board. JB has requested a further two smaller banners and A4 size posters to be laminated and inserted in the side of the bins around Elsea Park.

Action: AM

7.1.3 BC has received confirmation of attendance from Animals UK.

7.1.4 BL has sourced a 4m x 4m gazebo with sides for the bake off.

7.1.5 Oak Family Entertainment have agreed to operate the bar.

7.1.6 BL has booked an inflatable helter-skelter, an inflatable 54ft adult assault course, an ice cream van and will arrange collection of the hay bales nearer to the event date.

7.1.7 AM will be producing the posters, tickets and Facebook notices. She discussed her ideas for promoting the event.

Action: AM

7.1.8 ES is taking responsibility for the thrift sale and taking bookings.

Action: ES

7.1.9 PK would like to donate the hay bales when no longer required to a petting zoo in Thurlby. This was agreed by the Board.

7.1.10 PK has booked the entertainment. She will also judge the bake off along with a member of the local WI.

Action: PK

7.1.11 BC will ask Discovering Bourne to produce flyers promoting the event to be posted along with their magazine.

Action: BC

7.1.12 BL was asked to produce an address list for issuing the tickets and wrist bands.

Action: BL

7.1.13 ES asked about having additional bins on the day. BC explained that spare bins are kept in the workshop and will be available on the day.

8. Any Other Business

8.1 PK asked if the conservation areas could be cut for hay. BC explained that The Trust does not have the equipment for doing this. A local farmer usually cuts the area free of charge and collects the cuttings for their own animals.

8.2 BC said that despite objections, Highways have approved the plan to place advertising boards on the roundabouts along Raymond Mays Way. The Trust will no longer be maintaining the grass on the roundabouts.

8.3 PF announced that BTC have cancelled the Bourne Picnic in the Park on 4th July 2021 because of expected bad weather. They hope to still hold the event later in the summer.

8.4 PF added that next year is a Platinum Jubilee and therefore The Trust should consider planning early with ideas for a celebratory party for the residents.

Action: All

8.5 Flooding Procedures

8.5.1 RR gave an update on the flooding incident. He said that the blocked culvert responsible for flooding the ponds has now been cleared so there should be no similar incidents in the future.

8.5.2 RR said that it is still important for The Trust to have procedures in place for flooding and suggests that a working party is created.

8.5.3 ES asked if a help sheet could be produced for the vulnerable residents which would include useful contact numbers to call for assistance and updates.

8.6 BC has received a request from one resident asking if more trees can be planted. BC added that there are space constraints due to the gas pipe and the Woodland Trust can only offer small slow growing trees. He reminded the Board that The Trust planted approximately, 100 trees about three years ago along Linear Park and The Pollards.

8.7 RR mentioned that the emergency tree preservation order for the Spinney has been renewed temporarily until a decision has been made and the Spinney has been inspected in more detail.

8.8 JB talked about The Trust Manager position, a few applicants have applied although it is hoped that more will come in by the closing date. BC will continue as Trust Manager on reduced hours until a candidate has been selected.

8.9 BC said that there are several areas around Elsea Park where the developers are not maintaining the green areas. JB agreed that any tracts of land and play areas that are due to be transferred to The Trust, can be maintained by the grounds team.

9. Date of next meeting

The next meeting is to be held on 5th August 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 - 31/05/2021	Year to Date Expenditure 01/04/2021 - 31/05/2021	Year to date Variance + / -	Remaining Budget 01/06/2021 - 31/05/2021	April 21 Budget	April 21 Expenditure	Variance + / -	May 21 Budget	May 21 Expenditure	Variance + / -	June 21 Budget	June 21 Expenditure	Variance + / -	Notes
Other staff Salaries	81,000.00	6,700.00	13,373.95	13.03	74,300.00	6,700.00	6,686.97	13.03	6,700.00	6,686.97	13.03	6,700.00	6,700.00	0.00	Budget did not include small employers NI rebate
Employers NI & Pension	8,650.00	700.00	792.03	553.96	7,950.00	700.00	146.02	553.98	700.00	146.02	553.96	700.00	700.00	0.00	
Agency and temporary staff	-	-	-	0.00	-	-	-	0.00	-	-	0.00	-	-	0.00	
Staff Training	1,000.00	-	-	0.00	1,000.00	-	-	0.00	-	-	0.00	-	-	0.00	
Recruitment & Other Staffing Costs	250.00	-	-	0.00	250.00	-	-	0.00	-	-	0.00	-	-	0.00	
Workwear & PPE	500.00	-	-	0.00	500.00	-	-	0.00	-	-	0.00	-	-	0.00	
Communications, Printing and Advertising	2,000.00	-	-	0.00	2,000.00	-	-	0.00	750.00	-	750.00	400.00	400.00	0.00	
Framling	2,600.00	-	-	0.00	2,600.00	-	-	0.00	400.00	-	400.00	400.00	400.00	0.00	
Office Stationery	3,060.00	100.00	-	100.00	2,960.00	100.00	-	100.00	300.00	-	300.00	100.00	100.00	0.00	
Travel & Subsistence	150.00	-	-	0.00	150.00	-	-	0.00	-	-	0.00	-	-	0.00	
Telephone/Mobile and Broadband	1,530.00	100.00	114.96	-14.96	1,430.00	100.00	-	100.00	100.00	114.96	-14.96	150.00	150.00	0.00	
Website, IT and Software	3,570.00	100.00	249.60	-149.60	3,470.00	100.00	187.20	-87.20	100.00	62.40	37.60	100.00	100.00	0.00	
Membership & Subscriptions	510.00	-	-	0.00	510.00	-	-	0.00	-	-	0.00	-	-	0.00	
Donations	-	-	-	0.00	-	-	-	0.00	-	-	0.00	-	-	0.00	
Adult and Accountancy Fees	5,500.00	-	3,600.00	-3,600.00	5,500.00	-	-	0.00	3,500.00	3,600.00	-100.00	1,000.00	-	1,000.00	
Legal Fees	2,040.00	-	480.00	-480.00	2,040.00	-	-	0.00	500.00	480.00	20.00	-	-	0.00	
Professional Fees	1,581.00	-	-	0.00	1,581.00	-	-	0.00	-	-	0.00	-	-	0.00	
Insurance	4,250.00	-	-	0.00	4,250.00	-	-	0.00	-	-	0.00	-	-	0.00	
Equipment	2,550.00	-	-	0.00	2,550.00	-	-	0.00	-	-	0.00	-	-	0.00	
Miscellaneous Expenditure	1,530.00	-	20.39	-20.39	1,530.00	-	20.39	-20.39	-	-	0.00	-	-	0.00	
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	
Ambleveney Weekend & Christmas party	3,500.00	-	-	0.00	3,500.00	-	-	0.00	-	-	0.00	-	-	0.00	
Charges (card machine, hireland, bank)	5,100.00	500.00	1,399.67	-899.67	4,600.00	500.00	489.90	10.10	450	909.77	-459.77	400.00	400.00	0.00	
Proportional Centre Costs	8,843.40	713.11	340.78	372.32	8,130.29	713.11	145.98	567.13	723.95	194.81	529.14	886.51	886.51	0.00	
Depreciation allowance	54,000.00	-	-	0.00	54,000.00	-	-	0.00	-	-	0.00	-	-	0.00	
Contribution to the Centre	35,156.20	-	1,397.73	-1,397.73	35,156.20	-	-152.44	152.44	-	1,550.17	-1,550.17	-	-	-	
Trust Totals	231,370.60	8,913.11	21,269.11	-5,523.01	222,467.49	8,913.11	7,524.01	1,389.09	14,223.95	13,745.10	478.85	10,561.51	10,561.51	-	

AGP Budget

Salaries	24,000.00	1,980.00	2,972.88	-999.88	22,020.00	1,980.00	1,490.24	489.76	1,980.00	1,489.63	490.37	1,980.00	1,980.00	0.00	Budget did not include small employers NI rebate
Employers NI & Pension	612.00	50.00	17.91	32.09	562.00	50.00	8.96	41.04	50.00	8.96	41.04	50.00	50.00	0.00	
Workwear & PPE	400.00	-	0.00	0.00	400.00	-	-	0.00	100.00	-	100.00	-	-	0.00	
AGP Business Rates	3,000.00	300.00	0.00	300.00	2,700.00	300.00	-	300.00	300.00	-	300.00	300.00	300.00	0.00	No Business Rates charged by SKDC
AGP Water Rates	2,500.00	-	0.00	0.00	2,500.00	-	-	0.00	-	-	0.00	-	-	0.00	
AGP Maintenance	1,500.00	-	0.00	0.00	1,500.00	-	-	0.00	-	-	0.00	-	-	0.00	
AGP Electricity	2,000.00	-	0.00	0.00	2,000.00	-	-	0.00	10.00	-	10.00	100.00	100.00	0.00	
AGP Gas	1,200.00	-	0.00	0.00	1,200.00	-	-	0.00	-	-	0.00	-	-	0.00	
AGP Insurance	1,000.00	100.00	0.00	100.00	900.00	100.00	-	100.00	100.00	-	100.00	50.00	50.00	0.00	
AGP Equipment/Materials	1,500.00	-	0.00	0.00	1,500.00	-	-	0.00	-	-	0.00	-	-	0.00	
AGP Communications & Software	1,000.00	900.00	0.00	0.00	600.00	900.00	900.00	15.86	-	370.80	-370.80	100.00	100.00	0.00	
AGP Miscellaneous	1,000.00	200.00	386.66	-186.66	800.00	200.00	-	184.14	-	-	0.00	-	-	0.00	
Depreciation Allowance	41,500.00	-	0.00	0.00	41,500.00	-	-	0.00	-	-	0.00	-	-	0.00	
AGP Totals	83,712.00	3,530.00	4,284.45	-754.45	80,182.00	3,530.00	2,415.06	1,114.94	2,540.00	1,869.39	670.61	3,580.00	-	3,480.00	

[illegible]

Budget did not include small employers NI rebate
Government allowed 100% Business Rates relief between April and June

Income 2019/2020

		Year to date Budget 01/04/2021 - 31/05/2021	Year to Date Income 01/04/2021 - 31/05/2021	Year to date Variance + / -	Remaining Budget 01/06/2021 - 31/09/2021	April 21 Budget	April 21 Income	Variance + / -	May 21 Budget	May 21 Income	Variance + / -	June 21 Budget	June 21 Income	Variance + / -	Notes
The Trust Income															
Annual charge	a	-577,735.20	-560,922.80	-1,188.80	-16,812.40	-560,922.80	-561,248.72	325.92	-2,802.00	-862.88	-1,939.12	-2,547.00	-2,547.00	-2,547.00	
Administration fees	b	-20,000.00	-2,400.00	900.00	-18,500.00	-1,500.00	-1,200.00	-300.00	-1,500.00	-1,200.00	-300.00	-2,000.00	-2,000.00	-2,000.00	
Interest earned	c	-1,000.00	0.00	0.00	-1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other	d	-1,000.00	0.00	0.00	-1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
The Trust Total Income NET		-599,735.20	-562,422.80	2,088.80	-37,312.40	-562,422.80	-562,448.72	25.92	-4,302.00	-2,062.88	-2,239.12	-4,547.00	-4,547.00	-4,547.00	

AGP Income															
Football pitch bookings	e	-43,000.00	-600.00	-2,412.49	1,812.49	-42,400.00	-605.00	5.00	-1,800.00	-1,807.49	7.49	-2,500.00	-2,500.00	-2,500.00	
The AGP Total Income NET		-43,000.00	-600.00	-2,412.49	1,812.49	-42,400.00	-605.00	5.00	-1,800.00	-1,807.49	7.49	-2,500.00	-2,500.00	-2,500.00	

The Centre Income															
Athlon Bookings	f	-20,000.00	-2,000.00	-4,307.58	2,307.58	-18,000.00	-2,951.29	951.29	-1,400.00	-1,555.29	-43.71	-2,000.00	-2,000.00	-2,000.00	
Trust Subsidy		-35,834.60	-1,790.89	-393.17	-34,043.71	-1,790.89	152.44	-1,943.34	-2,455.06	-1,550.17	-904.89	-2,067.49	-2,067.49	-2,067.49	
The Centre Total Income NET		-55,834.60	-3,790.89	-5,705.31	1,914.41	-52,043.71	-2,798.85	-993.05	-3,855.06	-2,906.46	-948.60	-4,067.49	-4,067.49	-4,067.49	
Total Income		-698,569.80	-566,813.69	-5,727.629.40	5,815.70	-131,796.11	-565,852.57	-961.13	-9,957.06	-6,776.83	-3,180.23	-11,114.49	-11,114.49	-11,114.49	
Total Net Budget		-208,992.60	-545,880.69	-511,281.86	-27,765.84	-335,888.09	-528,051.93	-17,823.76	-15,925.95	-16,770.07	-804.12	-11,138.51	-	-11,038.51	

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