



AGENDA

**Elsea Park Community Trust Board Meeting
Thursday 3rd September 2020 – 18:00**

Venue: Hall A, The Centre @ Elsea Park

Time	Item	
18:00	1 Welcome and Apologies	JB
18:05	2 Minutes from previous meeting held on 6th August 2020	JB
18:10	3 Matters arising from the Minutes	All
18:25	4 Management report	BC
19:00	5 Monthly Finance Report	BL
19:15	6 Directors Items	All
	6a Directors' Charter	JB
19:35	7 Any Other Business	All
20:00	8 Date of the next meeting: Thursday 1st October 2020	All

**Else Park Community Trust Board Meeting Minutes
Thursday 6th August, 2020**

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Peggy Kent	PK	Resident Director
Mark Underwood	MU	Owner Director
Paul Fellows	PF	Bourne Town Council Representative
Emma Shorrocks	ES	Prospective Owner Director
Peter Bellamy	PB	School's 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 Michael Norbury and Adam Cooke.

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

2. Minutes from the Previous Meeting Held on

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 4.2 Trees along Raymond Mays Way.

BC has received a quote for cutting back the trees along Raymond Mays Way and work will commence shortly.

Action: BC

4. Management Report

BC presented the Management Report and gave the following updates:

4.1 Item 4.2 Public Open Space

4.1.1 BC has discovered that nobody from BDWH has contacted Streetscape, the contractor who will be installing the play items on the NEAP at The Furlongs, despite assurances that Streetscape will be given an order for the play equipment.

4.1.2 BC had a meeting with BDWH in order to push forward the delivery of the NEAP at The Furlongs and he explain that consent for future planning will be held up by SKDC until the promised NEAP has been completed and transferred to The Trust.

4.1.3 TW have now opened the play area on Haydock Park Drive.

4.2 Item 4.3 Fly Tipping

BC will be putting video footage of a youth on the basketball area seen to throw a glass bottle into the Spinney and requesting if anyone who can identify the youth to come forward with information.

4.3 Item 4.5 The Centre

4.3.1 An order has been placed for disposable seat covers and delivery is expected within the next few days.

4.3.2 Admin staff have been liaising with hirers and requesting a risk assessment from each of the groups prior to returning to the Centre.

4.3.3 Hand sanitisers and seat covers will be made available for use but it will be the responsibility of the hirers to ensure they are used.

4.3.4 A number of hirers have indicated their intention to return in September including exercise classes, language classes and NHS group.

4.4 Item 4.6 Trees on the Quaysides

4.4.1 The arboriculturist has also inspected the trees along the Quaysides and the consensus is that they should be removed.

4.4.2 Large tree planters cannot replace trees due to the infrastructure of the utilities. It has been suggested that the diseased trees are replaced with large planters to create a street scene however, this would restrict parking along the ponds.

4.4.3 JB suggests asking the opinions of the Quayside residents before making a final decision.

Action: BC

4.4.4 BC talked to the arboriculturist regarding the trees along the walkway between Salisbury Gardens and South Road as trees are encroaching onto neighbouring properties

4.4.5 It is felt these trees should be removed and replaced with shrubs and other plants.

4.5 Item 4.7 Works to The Centre Car Park

Works to The Centre Car Park did not restart when expected and currently there are no alternative dates. BC will investigate the reasons why the work hasn't restarted and arrange another time.

Action: BC

4.6 Item 4.8 Kerbside Weeds

No treatment actioned to date.

4.7 Roadside Verges

4.7.1 BC had a visit from AC and his brother asking if they can cut the verge because it contains ragwort, which is a controlled weed and they would like it cut before any seeds are dropped.

4.7.2 Elsea Park have stopped cutting the roadside verge on the far side of Raymond Mays Way between The Gables roundabout and the Sugar Mill roundabout. The Trust used to cut the verge and recharge the landowner but it was felt by stopping cutting the verge, it is better for wildlife.

4.7.3 Going forward, cutting the verge should occur at the end of July. This means that the idea of having wild flowers on the roadside verge cannot happen because of the ragwort issue.

5. Finance Reports

5.1 BL presented the accounts for June and gave explanations for the variances.

5.2 The income is down due to no Centre hires and low sales of new homes due developer staff being furloughed however, this has been offset by lower expenditure because office staff have been working from home.

5.3 BL added that news reports indicate that the property market is far more buoyant in July than the same period in previous years, so she is expecting new house sales to increase in the next few months.

5.4 BL updated the Board with the number of new direct debit sign ups since the link was reinstated. JB suggested a gentle reminder should be sent to homeowners who were previously paying the Yearly Charge by direct debit but haven't yet signed up to the new mandate. BL agreed and said that she plans to action this the next day.

Action: BL

6. AGP Update

6.1 Usage and Fees

6.1.1 BC updated the Board regarding the details of the meeting held with the Football Foundation (FF).

6.1.2 Along with BC, JB also attended the meeting with Ben Dunning (BD) from the FF and the three partner football clubs. Lincs FA Engagement Manager & CEO, and representatives from Thurlby Tigers and Bourne Town FC to discuss the operations of the AGP.

6.1.3 Lincs FA have indicated that they would provide a full-time manager and will recharge The Trust an agreed percentage.

6.1.4 BC expressed to the Board that the advantage of this offer would mean that the operation can commence with an experienced manager immediately.

6.1.5 There will be a one-year fixed trial period with the option to terminate the contract if the Service Level Agreement is not met.

6.1.6 After some discussion, the Board unanimously agreed to accept the offer from Lincs FA.

6.1.7 BD advised BC to confirm the pitch usage and charges before applying for the grant from the FA.

6.1.8 The three partner clubs came to an arrangement and a Programme of Use has now been agreed.

6.1.9 The charges were set two years ago so BL calculated what the increase in fees would be at today's rates but as the rise is minimal, it was decided to keep the rates at the same level especially to help those clubs who are not VAT registered.

6.1.10 The meeting concluded on a positive note and all expressed their excitement to start using the facility. JB is very pleased with the outcome.

6.2 The Facility

6.2.1 The utilities are causing an issue but JB is optimistic that this will be resolved in a timely manner.

6.2.2 Work on the pavilion is progressing well and because JB is visiting the site regularly, he is able to highlight concerns which are then immediately rectified.

6.2.3 Kitchen and bathroom facilities are still to be completed along with the flood lighting, retaining wall, fire alarm and security.

6.2.4 JB will continue to share photos with the other directors and post on the residents' facebook page as work progresses.

Action: JB

6.2.5 The car park is complete, as far as it can be, until the utilities are installed. Discussions are on-going with JJ Mac regarding the surface to include something suitable for wheelchair users. The options are grasscrete or tarmac.

6.2.6 The fencing is to be erected around the facility to provide security and protection. Acoustic fencing will be used where the facility borders residential properties to reduce the noise level.

6.2.7 Tarmac is due to be laid by 21st August 2020 prior to the carpet fitting.

6.2.8 PK added that she has received very positive feedback to which BC thanked her for her accessibility suggestions as the FF and partner clubs are very happy with the additional standards put in place.

7. Directors' Items

7.1 JB would like to introduce a Directors' Charter to include elements of the Articles of Association and has requested ideas from the other directors.

Action: All

8. Any Other Business

8.1 JB would like an official ceremony to mark the opening of the AGP to include the Bourne Town Council Mayor cutting the ribbon, food options, the local press etc and has asked the directors to submit ideas for the opening.

Action: All

8.2.1 JB has spent time with the local PCSO Graeme Parrott, who has given advice regarding defining the areas of Elsea Park. When crimes are reported to the police, the caller gives the location as Elsea Park, which is a large area making the police waste time trying to find the correct location.

8.2.2 The PCSO suggests erecting signs indicating which part of Elsea Park residents are in and he also suggests putting up maps in various places showing the names of areas within Elsea Park.

8.3 Bourne Town Council has discussed the increasing anti-social behaviour in the area so the Police Commissioner will be visiting the Town Council. PF feels that a representation from Elsea Park would be a good idea.

8.4 BC has ordered a new camera to replace the PTZ one. The camera will have a wide angle lens which will see all of the play area on Cook's Field.

8.5 PB has agreed to join the Board as the School's Representative.

9. Date of next meeting

The next meeting will be held at The Centre on Thursday 3rd September 2020 at 6:00pm.

There being no further business, the meeting closed at 20:25pm.

Finance Narrative for the Board meeting 3rd September 2020

Trust budget

Expenditure is on target as expected but the income is down for the second month due to slow house sales and staff selling new properties being furloughed. News reports indicate that July experienced record sales than in previous years for the same period, so I am expecting the market to pick up and exceed budgeted targets for the future months.

AGP

Expenditure is as expected at this time with further large spends in August. Due to the Directors' decision last month, there will be no salary for the AGP Manager so future salary expenditure will only be for the groundsman.

However, there will unbudgeted expenditure for the AGP Manager in the form of recharges from Lincs FA.

No income received to date although funds from Kier are expected in September along with funding from the Football Foundation.

Grounds

Expenditure as expected, nothing to add.

The Centre

The expenditure budget is underspent mainly due to The Centre not being in use, so the operating costs are reduced. SKDC have granted an exemption for Business Rates due to the COVID-19 pandemic and the cleaning contract has now been terminated.

There are still cleaning charges and any overspend in this area is offset by the underspend from the cleaning contract.

The expected income of £3,500 was not received due to the Centre being closed but this has been offset by the grant received from SKDC. At this point in time, it is difficult to predict future income from the Centre as some regular hirers are cancelling future bookings because it is not feasible for them to follow Government guidelines on social distancing and make a profit. On the upside, new potential hirers have been enquiring about hall hire.

Overall, there is a cumulative underspend of £12k mainly due to the COVID-19 grant received and the exemption from business rates.

Cash at Bank

The bank balance is extremely low due to the contribution from Kier for the pavilion not being received. Two investments have been cashed and utilised and a further investment is due to mature on 7th September. The 100-day notice account has been given notice and monies from this account are expected mid-December. Depending on the financial situation of The Trust in December, this investment may be reinvested in a higher interest rate account.

The next invoice has been received from Tiger Turf so I have emailed Kier requesting a date when I can expect to receive their contribution.

Operational The Centre Budget.

	2020/2021 Income Budget	Year to date Budget 01/04/2020 - 31/07/2020	Year to date Income 01/04/2020 - 31/07/2020	Year to date Variance +/-	Remaining Budget 01/09/2021 31/03/2021	May 20 Budget	May 20 Income	May 20 Variance +/-	June 20 Budget	June 20 Income	June 20 Variance +/-	July 20 Budget	July 20 Income	July 20 Variance +/-	Notes
Staff salaries	28,000.00	9,040.00	10,318.34	-1,278.34	18,960.00	2,260.00	2,579.59	-319.59	2,260.00	2,579.59	-319.59	2,260.00	2,579.59	-319.59	
Employers NI & Pension	1,000.00	80.00	80.37	-0.37	920.00	20.00	20.09	-0.09	20.00	20.09	-0.09	20.00	20.09	-0.09	
Youth Activities	500.00	-	-	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Gas & Licenses	1,750.00	830.00	830.66	-0.66	920.00	830.00	830.66	-0.66	0.00	0.00	0.00	130.00	-	130.00	
Advertising, Communications & Printing	400.00	130.00	-	130.00	270.00	500.00	216.96	283.04	1,000.00	-	1,000.00	500.00	180.00	320.00	
The Centre repairs, renewals & maintenance	10,000.00	2,500.00	396.96	2,103.04	7,500.00	500.00	-	2,549.98	1,295.00	0.00	1,295.00	1,295.00	180.00	1,295.00	
Business Rates	12,950.00	5,800.00	-	5,180.00	7,770.00	1,295.00	-1,259.98	2,549.98	0.00	0.00	-110.00	250.00	-	250.00	
Water	1,000.00	500.00	431.32	68.68	500.00	0.00	6.53	-6.53	100.00	210.20	-110.20	100.00	-	100.00	
Electricity	800.00	225.00	393.65	406.35	575.00	0.00	0.00	0.00	200.00	81.25	138.75	80.00	-	80.00	
Gas	2,000.00	480.00	321.53	1,618.47	1,580.00	0.00	-	0.00	200.00	27.08	-37.08	125.00	-	125.00	
Waste Collection	500.00	250.00	327.08	172.92	250.00	0.00	-	0.00	800.00	800.00	0.00	800.00	800.00	0.00	The Centre is closed so no cleaning is required
Cleaning contract	10,000.00	3,200.00	180.00	3,020.00	6,800.00	800.00	192.40	-62.40	200.00	748.00	-548.00	200.00	372.90	800.00	
Cleaning	2,300.00	700.00	1,358.30	1,658.30	1,600.00	150.00	-70.69	-79.69	812.24	-339.82	-478.41	200.00	-187.28	-173.77	Purchase of foot operated hand sanitizer dispensers & anti the gel
Proportional Centre Costs (Income)	-9,249.15	-3,783.68	-848.82	-2,429.56	-5,979.48	-702.69	392.11	-1,094.79	-812.24	-339.82	-478.41	-892.05	-187.28	-173.77	
Centre Totals	61,950.85	19,776.33	13,489.39	6,286.93	42,174.53	5,152.32	2,918.36	2,233.96	5,062.77	3,322.38	1,730.38	4,867.95	3,039.29	1,828.66	
Combined Expenditure Totals	1,566,988.85	506,379.33	494,339.24	12,040.08	1,060,609.53	27,989.32	22,322.20	5,647.11	289,664.77	285,065.77	4,598.99	389,644.95	386,754.89	2,890.06	

Income 2019/2020

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The Trust Income															
Annual charge	-18,200.00	-408,000.00	-406,606.58	-1,393.42	-10,200.00	-2,190.00	-2,182.14	-7.86	-2,000.00	-888.15	-1,111.85	-1,810.00	-780.42	-1,029.58	Income is down due to Developer staff being fullouged, so fewer new house sales
Administration fees	-20,000.00	-5,600.00	-2,950.00	-2,650.00	-14,400.00	-1,800.00	-600.00	-1,200.00	-1,800.00	-1,500.00	-300.00	-1,800.00	-650.00	-1,150.00	
Interest earned	-1,000.00	0.00	0.00	0.00	-900.00	0.00	0.00	0.00	0.00	-250.00	-250.00	0.00	0.00	0.00	
Other	-1,000.00	-300.00	-250.00	150.00	-900.00	0.00	0.00	0.00	-100.00	0.00	150.00	0.00	0.00	0.00	Hendon & Charrel Mower sale
The Trust Total Income NET	-40,200.00	-413,700.00	-409,806.58	-3,893.42	-26,500.00	-3,990.00	-2,782.14	-1,207.86	-3,900.00	-2,638.15	-1,261.85	-3,610.00	-1,430.42	-2,179.58	

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Acsp Income															
Football Foundation grant	-497,000.00	0.00	0.00	0.00	-497,000.00	0.00	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Funding towards pavillion	-315,000.00	0.00	0.00	0.00	-315,000.00	0.00	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Football pitch bookings	-10,000.00	0.00	0.00	0.00	-10,000.00	0.00	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Local grants	-28,000.00	0.00	0.00	0.00	-28,000.00	0.00	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
The Trust Total Income NET	-850,000.00	-	-	0.00	-850,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

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The Centre Income															
Avalon Bookings	-25,500.00	400.00	96.24	303.76	-25,900.00	0.00	96.24	-96.24	0.00	0.00	0.00	-3,500.00	0.00	-3,500.00	No hall bookings
COVID 19 grant	-25,000.00	-	-25,000.00	0.00	0.00	0.00	-	0.00	0.00	-	0.00	0.00	0.00	0.00	
Trust Subsidy	-11,450.85	8,723.68	11,414.37	-2,690.69	-20,174.53	-5,152.32	-3,014.60	-2,137.72	-5,062.77	-3,332.38	-1,730.38	-1,867.95	-3,039.29	1,671.34	
The Centre Total Income NET	61,950.85	15,876.33	13,489.39	-2,386.93	46,074.53	5,152.32	2,918.36	-2,233.96	5,062.77	3,332.38	-1,730.38	4,867.95	3,039.29	-1,828.66	
Total Income	-1,352,150.85	-429,576.33	-423,295.97	-6,280.35	-922,574.53	9,142.32	5,700.50	-3,441.82	8,962.77	5,970.53	-2,992.23	8,477.95	4,469.71	-4,008.24	
Total Net Budget	214,839.00	76,603.00	70,843.27	5,759.73	138,235.00	18,827.00	16,621.71	2,205.29	280,702.00	279,095.24	1,606.76	381,167.00	382,285.18	-1,118.18	

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