



AGENDA
Elsea Park Community Trust Board Meeting

Thursday 9th June 2022 – 18:00

Venue: Meeting Room, The Centre @ Elsea Park

Time	Item	
18:00	1 Welcome and Apologies	JB
18:05	2 Actions from the previous meeting 5th May 2022	All
18:15	3 Management Report	GP
18:25	4 Finance Report	BL
18:40	5 AGP	JB
18:55	6 Directors Items	All
	6a Queen's Platinum Jubilee	JB/PK/AMac
19:10	7 Any Other Business	All
20:00	9 Date of the next meeting: Thursday 7th July 2022	All

Elsea Park Community Trust Board Meeting Minutes

Thursday 9th June 2022

Present:	Jono Brough	JB	Owner Director (Chair)
	Peggy Kent	PK	Resident Director
	Anna Machnik	AMac	Owner Director
	Robert Reid	RR	SKDC Representative
	Paul Fellows	PF	Bourne Town Council Representative
In Attendance:	Graeme Parrott	GP	Trust Manager
	Bea Laidler	BL	Finance and Admin Officer
1.	WELCOME AND APOLOGIES FOR ABSENCE		
	<p>1.1 Apologies were received from Asif Mahmood, Michael Marren, Simon Temporal, Dan Browne and Barry Cook.</p> <p>1.2 JB welcomed everyone to the meeting and thanked them for attending.</p>		
2.	DECLARATION OF INTEREST		
	<p>2.1 INTERESTS IN PROPOSED TRANSACTIONS AND/OR ARRANGEMENTS WITH THE COMPANY.</p> <p>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).</p>		
3.	ACTIONS FROM THE PREVIOUS MEETING		
	Action Details	Actioner	Closed
	Fencing Fencing contractor to be sourced.	GP	<input type="checkbox"/>
	Canopy Additional quote to be provided to Directors once received.	GP	<input type="checkbox"/>
	Yearly Payment Re-baselining SKDC to be approached regarding DoV.	BC	<input type="checkbox"/>
	White Diesel Fuel cards have been procured providing a discount on purchases.	GP/BC	<input checked="" type="checkbox"/>
	Grounds Equipment Tractor shovel to be purchased	GP	<input checked="" type="checkbox"/>
	Power Supply for CCTV Location of power source to be found	ST	<input checked="" type="checkbox"/>
	Community Bus Arrange a representative to speak to the Board	BC	<input type="checkbox"/>
4.	MANAGEMENT REPORT		
	<p>4.1 GP had sent his report to the directors ahead of the meeting and gave the following updates.</p> <p>4.2 Three of the four fuel cards have arrived. The company will invoice on a weekly basis and settlement will be paid by direct debit.</p>		

	<p>4.3 The vacancy for Assistant Groundskeeper has been offered to a candidate who has accepted the position and they will start on 11th July 2022.</p> <p>4.4 A fencing contractor came to give a quote for the fencing work but has failed to submit an estimate.</p> <p>4.5 No insurance has been received for the damaged noticeboard and bin on Tilia Way as the driver is awaiting court action for drink/driving.</p> <p>4.5.1 It has been decided not to replace the noticeboard at Tilia Way because of the location but instead, consideration will be given to placing one at the Centre and another at the bus stop on the A15.</p> <p>4.6 GP has consulted with the local authority Planning department who has confirmed that planning permission will be required for the canopy because it will be a permanent fixture.</p> <p>4.7 GP informed the Board that he had found another window company who came to The Trust to measure up for new windows and doors. A quote should be received by Friday.</p> <p>4.7.1 JB asked about the design regarding the area just above the current doors leading to the patio, to which GP said that no building works will be required.</p> <p>4.8 GP said that the hall is booked to capacity on weekdays and the pavilion is now being offered as an alternative to the hall.</p> <p>4.9 The shutters will be serviced and the oven cleaned next week.</p>
5.	FINANCE REPORTS
	<p>5.1 The Finance Report for April 2022 was emailed to the directors ahead of the meeting. Because it is the beginning of the financial year, there are no significant variances.</p> <p>5.2 JB would like an update on the Yearly Payment Re-baselining in the next Board meeting.</p> <p>5.2.1 RR will liaise with BC and SKDC regarding the S106 agreement and Yearly Payment Charge. Action: RR/BC</p>
6.	AGP
	<p>JB led this section and updated the Board with the following:</p> <p>6.1 The FDO's report was sent to the Board ahead of the meeting.</p> <p>6.2 JB said that staff and directors have been volunteering to open and close the AGP facility due to long term sickness.</p> <p>6.3 JB has been conversing with JJ Mac regarding the state of the path around the pavilion. JJ Mac have revised their invoice as a result.</p>
7.	DIRECTORS' ITEMS
	<p>7.1 The Queen's Platinum Jubilee Celebrations</p> <p>7.1.1 JB started by saying that the event was very successful and thanked everyone for their time and effort in making the day memorable.</p> <p>7.1.2 BL had prepared a summary of income and expenditure and with the sponsorship funds, the total costs came in below budget.</p>

- 7.1.3 The profits from the sale of alcohol and soft drinks will be donated to a charity which has yet to be agreed.
- 7.1.4 The hay and straw bales that were used as seating at the Jubilee were taken to Tiny Steps Petting Farm.
- 7.1.5 RR thanked PF and BTC for all the arrangements made for a successful weekend not only for Elsea Park but the whole of Bourne.
- 7.1.6 Based on the success of the Jubilee celebrations, discussions were held for future events. It has been decided to hold a 'Quiz and Curry' night on 10th September 2022.
- 7.1.7 JB said that a larger drinks fridge would be a good idea and GP added that this will be considered when rearranging the kitchen.
- 7.2 Employee Assistance Programme
- 7.2.1 As a result of JB attending an Employment seminar, The Trust has introduced an Employee Assistance Programme (EAP) which has a 24 hour helpline for staff and directors dealing with health, bereavement, legal and other well-being issues.
- 7.2.2 JB added that usage of the EAP is kept completely confidential and the employer will never know who has used the service.
- 7.2.3 The Trust has also commenced an agreement with Avenure Ltd for Employment Law and H&S advice.
- 7.3 Interim Pay Review
- 7.3.1 GP and BL left the room at this point to allow the Board to discuss the interim pay review.
- 7.3.2 The Board agreed to increase pay for two employees who have taken on more responsibility. BL will calculate the increase from 13th June 2022.

8. ANY OTHER BUSINESS

- 8.1 Highways
- 8.1.1 RR enquired about road adoptions. He was informed that the inspections have now taken place and the paperwork is currently with Highways
- 8.1.2 Highways are assessing the feasibility of a pedestrian crossing at West Road and asked RR if there is any partner support towards the costs. RR indicated that potential contributors could be SKDC, BTC and/or EPCT, but that it is not guaranteed.
- 8.1.3 RR said that the demolished street sign on Raymond Mays Way is still to be cleared.
- 8.2 JB announced that there is an All-Developer meeting on 24th June to discuss any issues experienced and asked if any agenda items could be submitted for discussion.
- 8.3 JB stated that is working on the last printed newsletter and AMac is working on a new format for future newsletters and will be testing new applications.
- 8.4 RR brought up the issue of the conditions of the roads around York Road. JB explained that Tilia Homes are working with LCC Highways and contractors to complete the remedial works.
- 8.4.1 ST has emailed a report to all directors regarding the latest Tilia updates, which includes details of the roads and paths.

	8.5 PK gave her apologies as she will not be able to attend the next meeting.
9.	DATE OF NEXT MEETING
	The next meeting is to be held on 7 th July 2022 at the Centre. There being no further business, the meeting closed at 20:00 hrs.



Manager's Report 8th June 2022

Administration Team

The team have been kept extremely busy and focused with preparation for the Jubilee Celebrations and have all gone that extra mile to assist where required and joined in with the spirit of the occasion.

Grounds team

Following on from the issue with being unable to use red diesel and not being able to purchase a quantity of white diesel at a price equivalent or below pump price I have arranged for us to use fuel cards for the grounds team linked to Texaco this gives us a discount of approx. 10p per litre on diesel based on the current price of £1.84 litre with an annual fee of £12 per card.

Grounds Persons recruitment interviews to take place this week.

4 new bins have been ordered ready for additional areas we will be responsible for and for the replacement for the bin damaged on Tilia Way earlier in the year by the collision involving a vehicle.

Tilia Way notice board will not be replaced as the collision has highlighted what would of happened if a member of the public had been stood there reading the contents of the notice board when the vehicle hit it. A more suitable location will be sought for the new notice board

2 New Pedestrian Husqvarna mowers have been purchased at the cost per mower of £550 inc VAT.

The Centre

Feed back for the decoration of the Hall at the centre has been very positive.

The sound system for the hall remains working on temporary fix delivery of processer still expected July 2022.

Planning Officer has been spoken to regarding the proposed canopy at the centre, they have advised us to apply for planning permission.

Operational Trust Budget

Item	2022/2023 Spend Budget	Year to date Budget 01/04/2022 - 30/04/2022	Year to Date Expenditure 01/04/2022 - 30/04/2022	Year to date Variance + / -	Remaining Budget 01/05/2022 - 31/03/2023	April 22 Budget	April 22 Expenditure	Variance + / -	Notes
Office Staff Salaries	91,286.06	7,494.75	7,336.83	157.92	83,791.31	7,494.75	7,336.83	157.92	
Employers NI & Pension	9,601.16	744.48	773.16	-28.68	8,856.67	744.48	773.16	-28.68	
Agency and temporary staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Staff Training	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	
Recruitment & Other Staffing Costs	250.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	
Workwear & PPE	750.00	0.00	0.00	0.00	750.00	0.00	0.00	0.00	
Communications, Printing and Advertising	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	
Franking	2,600.00	300.00	299.88	0.12	2,300.00	300.00	299.88	0.12	
Office Stationery	3,213.00	0.00	0.00	0.00	3,213.00	0.00	0.00	0.00	
Travel & Subsistence	150.00	10.00	7.17	2.83	140.00	10.00	7.17	2.83	
Telephone/Mobile and Broadband	1,606.50	40.00	35.80	4.20	1,566.50	40.00	35.80	4.20	
Website, IT and Software	3,748.50	0.00	0.00	0.00	3,748.50	0.00	0.00	0.00	
Membership & Subscriptions	510.00	0.00	0.00	0.00	510.00	0.00	0.00	0.00	
Donations	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	
Audit and Accountancy Fees	5,500.00	0.00	0.00	0.00	5,500.00	0.00	0.00	0.00	
Legal Fees	2,142.00	360.00	360.00	0.00	1,782.00	360.00	360.00	0.00	
Professional Fees & Land Registry	1,660.05	30.00	30.00	0.00	1,630.05	30.00	30.00	0.00	
Insurance	5,200.00	0.00	0.00	0.00	5,200.00	0.00	0.00	0.00	
Equipment	2,677.50	0.00	0.00	0.00	2,677.50	0.00	0.00	0.00	
Miscellaneous Expenditure	1,606.50	100.00	95.22	4.78	1,506.50	100.00	95.22	4.78	
Bird boxes	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	
Trust Community Grants	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	
Community Training	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	
Anniversary Weekend & Christmas party	7,500.00	1,700.00	1,694.47	5.53	5,800.00	1,700.00	1,694.47	5.53	
Charges (card machine & bank)	6,000.00	0.00	0.20	-0.20	6,000.00	0.00	0.20	-0.20	
Proportioned Centre Costs	6,632.55	609.07	608.69	0.38	6,023.48	609.07	608.69	0.38	
Depreciation allowance	53,000.00	0.00	0.00	0.00	53,000.00	0.00	0.00	0.00	
AGP Depreciation	74,200.00	0.00	0.00	0.00	74,200.00	0.00	0.00	0.00	
Contribution to The Centre	28,110.04	-124.73	-165.20	40.47	28,234.77	-124.73	-165.20	40.47	
Contribution to the AGP	18,458.46	1,137.76	1,109.84	27.92	17,320.70	1,137.76	1,109.84	27.92	
Trust Totals	333,402.31	12,401.33	12,186.06	215.27	303,680.29	12,401.33	12,186.06	215.27	



AGP Budget

Salaries	30,044.67	2,466.72	2,460.15	6.57	27,577.95	2,466.72	2,460.15	6.57	
Employers NI & Pension	1,713.78	151.04	130.40	20.64	1,562.75	151.04	130.40	20.64	
Workwear & PPE	400.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	
AGP Business Rates	7,500.00	0.00	0.00	0.00	7,500.00	0.00	0.00	0.00	
AGP Water Rates	2,500.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	
AGP Maintenance	3,000.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	
AGP Electricity	9,600.00	0.00	0.00	0.00	9,600.00	0.00	0.00	0.00	
AGP Gas	2,500.00	950.00	950.88	-0.88	1,550.00	950.00	950.88	-0.88	
AGP Equipment	1,000.00	260.00	256.00	4.00	740.00	260.00	256.00	4.00	
AGP Cleaning/Materials	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	
AGP Kitchen Supplies	1,000.00	135.00	134.24	0.76	865.00	135.00	134.24	0.76	
AGP Communications & Software	1,500.00	460.00	463.50	-3.50	1,040.00	460.00	463.50	-3.50	
AGP Health & Safety	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	
AGP Miscellaneous	3,000.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	
AGP Totals	65,758.46	4,422.76	4,395.17	27.59	61,335.70	4,422.76	4,395.17	27.59	

Operational Groundsman Budget

Salaries		45,206.80	2,477.01	2,477.01	0.00	42,729.79	2,477.01	2,477.01	0.00
Employers NI		2,889.37	237.71	251.32	-13.62	2,651.67	237.71	251.32	-13.62
Workwear & PPE	37	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00
Other Grounds Personnel Costs	38	250.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00
Equipment Hire	39	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00
Repairs and Renewals	40	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00
New equipment and tools	41	4,000.00	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00
Miscellaneous Expenditure	42	4,000.00	980.00	982.62	-2.62	3,020.00	980.00	982.62	-2.62
Ditch & Dyke Maintenance, Fence repairs and replacements	43	35,950.00	6,510.00	6,509.43	0.57	29,440.00	6,510.00	6,509.43	0.57
Arboricultural Survey & Tree maintenance	44	6,500.00	0.00	0.00	0.00	6,500.00	0.00	0.00	0.00
Landscaping Projects (New works)	45	10,000.00	40.00	36.00	4.00	9,960.00	40.00	36.00	4.00
Waste collection (waste bins around the development)	46	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00
Fuel, Oil and Water	47	2,000.00	100.00	101.40	-1.40	1,900.00	100.00	101.40	-1.40
Vehicle Insurance	48	3,500.00	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00
Vehicle repairs & MOT	49	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00
Play ground inspection	50	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00
Groundsman Totals		126,296.17	10,344.71	10,357.78	-13.07	115,951.46	10,344.71	10,357.78	-13.07

Operational The Centre Budget

Staff salaries		16,134.86	1,310.40	1,266.72	43.68	14,824.46	1,310.40	1,266.72	43.68
Employers NI & Pension		1,157.73	98.94	102.45	-3.51	1,058.79	98.94	102.45	-3.51
PRS & Licenses	50	1,750.00	0.00	0.00	0.00	1,750.00	0.00	0.00	0.00
Advertising, Communications & Printing	51	400.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00
The Centre repairs, renewals & maintenance	52	10,000.00	90.00	86.44	3.56	9,910.00	90.00	86.44	3.56
Business Rates	53	6,300.00	525.00	524.87	0.13	5,775.00	525.00	524.87	0.13
Water	54	1,000.00	350.00	351.09	-1.09	650.00	350.00	351.09	-1.09
Electricity	55	1,200.00	0.00	0.00	0.00	1,200.00	0.00	0.00	0.00
Gas	56	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00
Waste Collection	57	800.00	0.00	0.00	0.00	800.00	0.00	0.00	0.00
Cleaning	58	4,000.00	530.00	528.16	1.84	3,470.00	530.00	528.16	1.84
Proportioned Centre Costs (income)		-6,632.55	-609.07	-608.69	-0.38	-6,023.48	-609.07	-608.69	-0.38
Centre Totals		38,110.04	2,295.27	2,251.04	44.23	35,814.77	2,295.27	2,251.04	44.23

Combined Expenditure Totals		563,566.98	29,464.07	29,190.05	274.02	516,782.22	29,464.07	29,190.05	274.02
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Income 2019/2020

		2022/2023 Income Budget	Year to date Budget 01/04/2022 - 30/04/2022	Year to Date Income 01/04/2022 - 30/04/2022	Year to date Variance + / -	Remaining Budget 01/05/2022 - 31/03/2023	April 22 Budget	April 22 Income	Variance + / -	Notes
The Trust income										
Annual charge	a	-608,303.20	-597,100.00	-597,077.05	-22.95	-11,203.20	-597,100.00	-597,077.05	-22.95	
Administration fees	b	-22,000.00	-2,550.00	-2,550.00	0.00	-19,450.00	-2,550.00	-2,550.00	0.00	
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		-632,303.20	-599,650.00	-599,627.05	-22.95	-32,653.20	-599,650.00	-599,627.05	-22.95	

AGP Income

Football pitch bookings	e	-43,300.00	-2,860.00	-2,860.67	0.67	-40,440.00	-2,860.00	-2,860.67	0.67	
Pavilion lettings	f	-3,000.00	-425.00	-424.66	-0.34	-2,575.00	-425.00	-424.66	-0.34	
Trust subsidy		-19,458.46	-1,137.76	-1,109.84	-27.92	-18,320.70	-1,137.76	-1,109.84	-27.92	
The AGP Total income NET		-65,758.46	-4,422.76	-4,395.17	-27.59	-61,335.70	-4,422.76	-4,395.17	-27.59	

The Centre Income

Avalon Bookings	g	-10,000.00	-2,420.00	-2,416.24	-3.76	-7,580.00	-2,420.00	-2,416.24	-3.76	
Trust Subsidy		-28,110.04	124.73	165.20	-40.47	-28,234.77	124.73	165.20	-40.47	
The Centre Total income NET		-38,110.04	-2,295.27	-2,251.04	-44.23	-35,814.77	-2,295.27	-2,251.04	-44.23	

Total Income

		-736,171.70	-606,368.03	-606,273.26	-94.77	-129,803.67	-606,368.03	-606,273.26	-94.77	
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Total Net Budget

		-172,604.72	-576,903.96	-577,083.21	179.25	386,978.54	-576,903.96	-577,083.21	179.25	
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