



AGENDA
Elsea Park Community Trust Board Meeting

Thursday 8th September 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 4th August 2022	All
18:15	3 Management Report	GP
18:25	4 Finance Report	BL
	4a Electric Vehicle Leasing Scheme	BL
18:45	5 AGP	JB
	5a FDO report and proposal	GP
19:00	6 Developer Representative Report	ST
19:20	7 Directors Items	All
19:35	8 Any Other Business	All
20:00	9 Date of the next meeting: Thursday 6th October 2022	All

Elsa Park Community Trust Board Meeting Minutes Thursday 8th September 2022

Present:	Jono Brough	JB	Owner Director (Chair)
	Michael Marren	MM	Owner Director (Vice Chair)
	Asif Mahmood	AMah	Owner Director
	Robert Reid	RR	SKDC Representative
	Paul Fellows	PF	Bourne Town Council Representative
	Simon Temporal	ST	Tilia Homes Representative
In Attendance:	Bea Laidler	BL	Finance and Admin Officer
	Graeme Parrott	GP	Trust Manager
	Barry Cook	BC	Company Secretary
1.	WELCOME AND APOLOGIES FOR ABSENCE		
	1.1 Apologies were received from Dan Browne, Anna Machnik and Peggy Kent		
	1.2 JB welcomed everyone to the meeting and thanked them for attending.		
2.	DECLARATION OF INTEREST		
	2.1 INTERESTS IN PROPOSED TRANSACTIONS AND/OR ARRANGEMENTS WITH THE COMPANY.		
	<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
	Green Machine Sweeper Quotes for a Green Machine have been received and it was agreed to place an order. Proposed: JB; Seconded: RR; Carried unanimously	GP	<input checked="" type="checkbox"/>
	Yearly Payment Re-baselining Legal advice has been sought and written confirmation from the solicitor is now awaited.	BC	<input type="checkbox"/>
	Community Bus 132 responses have been received from the survey posted on social media with varying opinions and comments. It was agreed to leave the post for a little longer. JB will present the results of the survey to residents at the AGM.	JB	<input type="checkbox"/>
4.	HRM QUEEN ELIZABETH II		
	JB announced the sad passing of the Queen and all present stood for a minute's silence.		
	It was agreed that the meeting would close as a mark of respect, and JB requested Directors peruse, comment, and vote on the remaining reports via email at their earliest convenience, as permitted by The Trust's Articles of Association.		
5.	DATE OF NEXT MEETING		
	The next meeting is to be held on 6 th October 2022 at the Centre.		
	There being no further business, the meeting closed at 19:30 hrs.		

Operational Groundsman Budget

Salaries	45,206.80	11,546.03	11,446.10	99.93	33,660.77	2,477.01	2,477.01	0.00	2,477.01	2,600.81	-123.80	4,115.01	3,891.27	223.73
Employers NI	2,889.37	1,108.70	1,153.24	-44.54	1,780.67	237.71	251.32	-13.62	237.71	273.68	-35.97	395.59	376.92	18.67
Workwear & PPE	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Grounds Personnel Costs	250.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment Hire	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Repairs and Renewals	5,000.00	2,060.00	2,062.87	-2.87	2,940.00	1,340.00	1,342.72	-2.72	60.00	59.97	0.03	660.00	660.18	-0.18
New equipment and tools	4,000.00	1,650.00	1,650.40	-0.40	2,350.00	0.00	0.00	0.00	150.00	145.95	4.05	1,500.00	1,504.45	-4.45
Miscellaneous Expenditure	4,000.00	0.00	4,776.02	-4,776.02	4,000.00	3,020.00	7,666.88	-4,646.88	0.00	71.56	-71.56	-4,000.00	-3,945.04	-54.96
Ditch & Dyke Maintenance, Fence repairs and replacements	35,950.00	16,510.00	16,481.43	28.57	19,440.00	10,000.00	9,972.00	28.00	0.00	0.00	0.00	0.00	0.00	0.00
Arboricultural Survey & Tree maintenance	6,500.00	0.00	0.00	0.00	6,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Landscaping Projects (New works)	10,000.00	5,340.00	5,327.44	12.56	4,660.00	200.00	200.00	0.00	0.00	0.00	0.00	5,100.00	5,091.44	8.56
Waste collection (waste bins around the development)	1,500.00	680.00	675.99	4.01	820.00	0.00	0.00	0.00	0.00	0.00	0.00	680.00	675.99	4.01
Fuel, Oil and Water	2,000.00	1,060.00	1,061.17	-1.17	940.00	150.00	154.30	-4.30	520.00	516.06	3.94	290.00	289.41	0.59
Vehicle Insurance	3,500.00	20.00	22.74	-2.74	3,480.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	22.74	-2.74
Vehicle repairs & MOT	2,000.00	510.00	514.80	-4.80	1,490.00	0.00	0.00	0.00	510.00	514.80	-4.80	0.00	0.00	0.00
Play ground inspection	1,000.00	0.00	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
Groundsman Totals	126,296.17	40,484.74	45,172.20	-4,687.46	85,811.44	17,424.71	22,064.23	-4,639.52	3,954.71	4,182.82	-228.11	8,760.59	8,567.36	193.23

Operational The Centre Budget

Staff salaries	16,134.86	5,241.60	5,066.88	174.72	10,893.26	1,310.40	1,266.72	43.68	1,310.40	1,266.72	43.68	1,310.40	1,266.72	43.68
Employers NI & Pension	1,157.73	395.74	409.80	-14.05	761.98	98.94	102.45	-3.51	98.94	102.45	-3.51	98.94	102.45	-3.51
PRS & Licenses	1,750.00	0.00	0.00	0.00	1,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advertising, Communications & Printing	400.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
The Centre repairs, renewals & maintenance	10,000.00	3,540.00	3,470.37	69.63	6,460.00	1,500.00	1,437.04	62.96	1,230.00	1,233.33	-3.33	720.00	713.56	6.44
Business Rates	6,300.00	2,100.00	2,099.48	0.52	4,200.00	525.00	524.87	0.13	525.00	524.87	0.13	525.00	524.87	0.13
Water	1,000.00	350.00	351.09	-1.09	650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electricity	1,200.00	285.00	279.34	5.66	915.00	240.00	234.96	5.04	0.00	0.00	0.00	45.00	44.38	0.62
Gas	2,000.00	40.00	244.70	-204.70	1,960.00	0.00	0.00	0.00	0.00	203.03	-203.03	40.00	41.67	-1.67
Waste Collection	800.00	225.00	225.33	-0.33	575.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00	225.33	-0.33
Cleaning	4,000.00	2,270.00	2,270.25	-0.25	1,730.00	850.00	852.34	-2.34	465.00	464.50	0.50	425.00	425.25	-0.25
Proportioned Centre Costs (income)	-6,632.55	-2,288.34	-2,371.33	82.99	-4,344.22	-700.10	-698.88	-1.23	-429.17	-516.91	87.74	-550.00	-546.86	-3.14
Centre Totals	38,110.04	12,159.01	12,045.91	113.10	25,951.03	3,824.23	3,719.50	104.73	3,200.17	3,277.99	-77.82	2,839.34	2,797.37	41.97

Combined Expenditure Totals	563,566.98	121,940.08	131,150.06	-9,209.98	425,284.48	39,468.03	47,239.99	-7,771.96	23,788.97	25,862.47	-2,073.50	29,219.01	28,857.55	361.47
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Income 2019/2020

		2022/2023 Income Budget	Year to date Budget 01/04/2022 - 31/07/2022	Year to Date Income 01/04/2022 - 31/07/2022	Year to date Variance + / -	Remaining Budget 01/08/2022 - 31/03/2023	May 22 Budget	May 22 Income	Variance + / -	June 22 Budget	June 22 Income	Variance + / -	July 22 Budget	July 22 Income	Variance + / -	Notes
The Trust income																
Annual charge	a	-608,303.20	-604,486.87	-611,172.97	6,686.10	-3,816.33	-1,100.00	-1,091.27	-8.73	-4,249.00	-6,419.64	2,170.64	-2,037.87	-6,585.01	4,547.14	Income exceeded budget because a larger number of completions occurred than expected.
Administration fees	b	-22,000.00	-8,070.00	-11,550.00	3,480.00	-13,930.00	-1,850.00	-1,900.00	50.00	-1,670.00	-3,250.00	1,580.00	-2,000.00	-3,850.00	1,850.00	
Interest earned	c	-1,000.00	-5.00	-4.46	-0.54	-995.00	0.00	0.00	0.00	-5.00	-4.46	-0.54	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	0.00	0.00	0.00	0.00	0.00	0.00	
The Trust Total income NET		-632,303.20	-612,561.87	-622,727.43	10,165.56	-19,741.33	-2,950.00	-2,991.27	41.27	-5,924.00	-9,674.10	3,750.10	-4,037.87	-10,435.01	6,397.14	
AGP Income																
Football pitch bookings	e	-43,300.00	-11,860.00	-8,386.18	-3,473.82	-31,440.00	-3,000.00	-852.17	-2,147.83	-3,000.00	-3,053.00	53.00	-3,000.00	-1,620.34	-1,379.66	
Pavilion lettings	f	-3,000.00	-725.00	-736.30	11.30	-2,275.00	-300.00	-311.64	11.64	0.00	0.00	0.00	0.00	0.00	0.00	
Other income	h	-500.00	-200.00	-200.00	0.00	-300.00	-200.00	-200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Trust subsidy		-43,958.46	-2,116.03	-6,585.90	4,469.87	-41,842.43	-637.76	-3,449.42	2,811.66	-47.76	-821.55	773.79	-292.76	-1,205.10	912.34	
The AGP Total income NET		-90,758.46	-14,901.03	-15,908.38	1,007.35	-75,857.43	-4,137.76	-4,813.23	675.47	-3,047.76	-3,874.55	826.79	-3,292.76	-2,825.44	-467.32	
The Centre Income																
Avalon Bookings	g	-10,000.00	-12,720.00	-13,586.45	866.45	2,720.00	-2,000.00	-2,001.32	1.32	-3,300.00	-3,280.51	-19.49	-5,000.00	-5,888.38	888.38	
Trust Subsidy		-28,110.04	560.99	1,540.54	-979.55	-28,671.03	-1,824.23	-1,718.18	-106.05	99.83	2.52	97.31	2,160.66	3,091.01	-930.35	
The Centre Total income NET		-38,110.04	-12,159.01	-12,045.91	-113.10	-25,951.03	-3,824.23	-3,719.50	-104.73	-3,200.17	-3,277.99	77.82	-2,839.34	-2,797.37	-41.97	
Total Income		-761,171.70	-639,621.91	-650,681.72	11,059.81	-121,549.79	-10,911.99	-11,524.00	612.01	-12,171.93	-16,826.64	4,654.71	-10,169.96	-16,057.82	5,887.86	
Total Net Budget		-197,604.72	-517,681.83	-519,531.66	1,849.83	303,734.68	28,556.04	35,715.99	-7,159.95	11,617.04	9,035.83	2,581.21	19,049.05	12,799.73	6,249.32	
					OK				OK						OK	

Tilia Homes – Elsea Park Development Update 13/9/2022

- **Road adoptions** – Tilia Homes have placed an order to carry out all road remedials to Tilia’s unadopted areas other than Zone 5 and 6. Tilia are awaiting a program and start date from the contractor. Tilia are pushing for an end of September 2022 start date although the timeframes will be dependent on the contractor’s availability and resources. Once dates have been agreed for the works to start these will be relayed to the Trust to communicate. The Zone 5 and 6 will not start until the New Year, due to a number of factors. So, an order for these areas will be placed in the New Year
- **Zone 5 (6) play area** – The area inside the fencing of the play area has been rotavated although this will be required to be carried out again before seeding due to the dry weather over the summer. The contractors are targeting to carry out this work in the w/c 19th September 2022. Once the seeding has taken. The safety matting will be installed. We still target to have this play area open late October 2022, although it is dependent on a number of factors including establishment, handover to the Trust and the play area passing its safety ROSPA inspection
- **Landscaping around Zone 5 (6)** – The area has been cut a number of times and is starting to establish in places without further landscaping works. There will be a requirement for some areas to be over seeded and levelled. This work is targeted to start the w/c 19th September 2022. Again, the weather will determine how quickly the over seeding takes to establish and is accepted for handover by the Trust. Tilia are targeting the end of October for handover
- **Zone 5 (6) LAP and landscaping (Old Compound)** – We are still awaiting a start date from the contractor instructed on the installation of this LAP play area and apologise for the delay
- **Zone 9 play area** – The work started 30th August 2022 and the contractors target to have the play area installed by the end of September 2022. The play areas will be seeded, so unfortunately will have to be Heras fenced off to allow the seed to take. Tilia are targeting an end October opening, although this will depend on the establishment of the seed, the Trust taking handover and the play area passing its safety ROSPA inspection.
- **Footpath on Linear park/Linear Park** – Tilia had a meeting with the Trust on 12th August 2022 regarding planning applications for this area. Tilia have started the process of applying for planning of this area and hope to have more of an update by next month
- **Orgrey pond** – The order has been placed for the completion of the landscaping in this area. The same contractor as the Zone 5 LAP has been instructed to carry out these works. These works will follow the Zone 5 LAP works installation
- **Legacy land transfer** – Tilia and the Trust had a meeting on the 12th August. The land transfer has been agreed in principle and Tilia are in the process of instructing legal representatives to put together the land transfer legal documents and legal agreement for all parties to sign. All parties are targeting the end of year to have this completed.
- **Ditch works** – Tilia have spoken to the contractor and they are in the process of drawing up a program of works. Tilia have asked for the internal ditches within Elsea Park to be prioritised. It is likely the bypass works will be carried out over a period of the winter months. Once Tilia have the program this will be communicated to the Trust