



AGENDA
Elsea Park Community Trust Board Meeting

Wednesday 2nd November 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 6th October 2022	All
18:15	3 Management Report	GP
18:25	4 Finance Report	BL
	4a Centre Booking Rate Increase	BL
	4b Staff pay review	JB
18:35	5 AGP	JB
18:45	6 Developer Representative Report	ST
19:00	7 Directors Items	All
	7a Newsletter	JB
19:20	8 Any Other Business	All
19:30	9 Date of the next meeting: Thursday 1st December 2022	All

Elsa Park Community Trust Board Meeting Minutes Thursday 3rd November 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
In Attendance:	Bea Laidler	BL	Finance and Admin Officer
	Graeme Parrott	GP	Trust Manager
1.	WELCOME AND APOLOGIES FOR ABSENCE		
	<p>1.1 Apologies were received from Anna Machnik, Peggy Kent, Simon Temporal 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
	Yearly Payment Re-baselining In the absence of BC, this item was deferred until the December meeting but BC has advised that The Trust is still awaiting written confirmation from the solicitor confirming the verbal legal advice they have already provided.	BC	<input type="checkbox"/>
	Community Bus Details are available in item 8.2.	JB	<input type="checkbox"/>
	Fencing around the ditch on Newton Abbot Way. The dredging works were carried out ahead of schedule to allow the fencing to be erected.	ST	<input checked="" type="checkbox"/>
	Pay Review Documentation This was prepared and submitted in readiness for the discussion held later in the meeting.	BL	<input checked="" type="checkbox"/>
	'Dip' on Lingfield Park This will be captured by Tilia Homes as part of their remedial work to be undertaken.	ST	<input checked="" type="checkbox"/>
	Operation Repeat GP has received a booklet entitled Fraud from the police and has asked if The Trust can reproduce the booklet so a Chairman's Foreword can be added on the inside front cover. This will be sent to all households on	GP	<input checked="" type="checkbox"/>

	Elsea Park and will replace the No Cold Calling Zone leaflet in the Welcome Pack.		
4.	MANAGEMENT REPORT		
	<p>4.1 GP's Management report was sent to the directors prior to the meeting.</p> <p>4.2 GP informed the Board that the Lounge will be used as a 'Warm Welcome Hub'.</p> <p>4.2.1 Bourne Town Council will be issuing which locations will be used to assist residents to save on energy from November to March and Elsea Park will be hosting the event on Thursdays with the option of an additional day if the project is successful.</p> <p>4.3 GP asked the Board if using Zoom can be discontinued for the AGM and instead use Teams as this is included as part of the Microsoft package. This was agreed by the directors.</p> <p>4.4.1 GP informed the Board that fencing adjacent to the ditch along Newton Abbot Way will commence on Tuesday.</p> <p>4.4.2 MM raised a concern regarding the accumulation of twigs and leaves possibly blocking the drain tunnel and he was assured that this will not be an issue.</p> <p>4.5 GP is trying to get the car park lighting resolved as there is only one working light. Action: GP</p>		
5.	FINANCE REPORT		
	<p>5.1 BL sent the Finance report to the directors prior to the meeting with explanations of the variances. There were no questions or comments.</p> <p>5.2 Centre Booking Rate Increase</p> <p>5.2.1 BL asked if the Board would consider raising the hall costs for regular hirers by 10% as these haven't been reviewed since 2017.</p> <p>5.2.2 JB will liaise the other directors for their opinions. GP will provide examples charges and if agreed, new charges will be implemented from 1st January 2023. Action: JB/GP</p> <p>5.3 Staff Pay Review</p> <p>5.3.1 At this point GP & BL left the meeting.</p> <p>5.3.2 BL had prepared a report of current trends in the public and private sector along with cost projections which JB shared with other Board members.</p> <p>5.3.3 It was decided that all staff would receive a contractual increase of 3%, plus a non-contractual payment for this year only resulting in the lowest paid members of staff receiving the largest percentage increase.</p> <p>5.3.4 BL will prepare letters detailing the increase for JB to distribute to staff. Action: BL</p>		
6.	AGP		
	6.1 WM sent his report ahead of the meeting. There were no questions.		
7.	DEVELOPER REPRESENTATIVE REPORT		
	7.1 ST sent the Developer Representative report to the directors ahead of the meeting as he was not able to attend the meeting. There were no questions.		
8.	DIRECTORS ITEMS		

	<p>8.1 Newsletter</p> <p>8.1.1 JB and AMac have been investigating a format for the newsletter on the website.</p> <p>8.1.2 JB suggests using an app called SWAY for a probationary period as there is no costs for the product. The Board consented to this.</p> <p>8.2 Shuttlebus</p> <p>8.2.1 JB carried out a resident survey prior to the AGM and 51% of those who responded would not use the service.</p> <p>8.2.2 JB feels that The Trust should offer some form of bus service and advised the Board to consider the direction The Trust should go including the pick-up points.</p> <p>8.2.3 Given the survey feedback it was agreed that the service stipulated in S106 was not feasible or a wise use of funds. It was agreed to liaise with Mark's Transport for further information to direct the next action. GP agreed to contact Mark's Transport. Action: GP</p> <p>8.3 Raymond Mays Way speed reduction</p> <p>8.3.1 RR suggested that an official request should be submitted from The Trust to himself to enable a meeting to be arranged with LCC, SKDC and the local MP to agree a plan of action.</p> <p>8.3.2 JB agreed to send a request to RR. Action: JB</p>
9.	<p>ANY OTHER BUSINESS</p> <p>9.1 PF asked if the Drama Workshop could be subsidised by The Trust. After discussion, it was agreed to reduce the hire cost by 50% backdated to 28th September 2022.</p> <p>9.2 MM mentioned that he was impressed that the football pitch is still looking pristine and expressed his gratitude to the staff for their efforts in keeping the pitch in an excellent condition.</p> <p>9.3 BL informed the Board that after a visit from Streets Accountancy, it was recommended that XERO should be used instead of SAGE for keeping the accounts as it is more suited to the needs of The Trust.</p> <p>9.4 After the AGM, JB held a Saturday meeting for those who were not able to attend. There were approximately 30 people in attendance.</p> <p>9.5 JB said that he had been approached by a resident who has expressed interest in joining the Board as a prospective director. JB will invite him to the December meeting.</p> <p>9.6 Peter Bellamy, the acting Headteacher was going to ask for a school representative to join the Board but he has since taken up a new appointment. GP will contact the school for a new representative. Action: GP</p> <p>9.7 The Willoughby school has approached The Trust for a raffle prize. BL said that in previous years, The Trust has offered a hamper. The Board agreed to donate a hamper.</p> <p>9.8 JC would like to increase the E-Comms package to Premium in an effort to encourage residents to sign up for E-Comms.</p>

9.	DATE OF NEXT MEETING
	The next meeting is to be held on 1 st December 2022 at the Centre. There being no further business, the meeting closed at 20:15 hrs.



Manager's Report 1st November 2022

An incident involving a child being injured on a piece of gym equipment has recently made its way onto Facebook. The incident occurred on Friday 2nd September and the Trust was informed of the incident on Wednesday 14th September. The family have attended the Trusts Office and an incident / accident form completed. The incident was thoroughly investigated by the Trust Manager at the time with the help of the Trusts CCTV the circumstances leading to the child's injury were not as reported to the Trust. CCTV and the report are archived for future reference if required

Grounds team

Fen Ditching are continuing with their programme of work on the development for Tilia and the Trust

Fencing Work on Newton Abbot way will commence W/C 7th November

Hi visibility chevron markings (chapter 8 compliant) have now been fitted to both trailers and will also be fitted to the cushman vehicle when it returns from being repaired.

The Centre

Page Group have commenced their replacements of doors and windows at The Centre and should complete their work by 4th November

AGP

Currently the dividing net at the AGP is not in use, Concerns have been raised by the team regarding certain aspects of it use. A full assessment of how it's used is to be completed soon.

Oak Family entertainment

A meeting between Oak Family entertainment and The Trust took place on Tuesday 25th October, Oak are now independent to the Trust and we are classing them as an Independent Voluntary Organisation providing entertainment and bar services for the Trust. They have taken out their own liability insurance and will apply for TENs licenses when required although they can only request 5 per year. The Trust will continue to support the Children's Christmas party by paying for the entertainment.

Operational Trust Budget



Item	2022/2023 Spend Budget	Year to date Budget 01/04/2022 - 30/09/2022	Year to Date Expenditure 01/04/2022 - 30/09/2022	Year to date Variance + / -	Remaining Budget 01/10/2022 - 31/03/2023	July 22 Budget	July 22 Expenditure	Variance + / -	August 22 Budget	August 22 Expenditure	Variance + / -	September 22 Budget	September 22 Expenditure	Variance + / -	Notes
Office Staff Salaries	91,286.06	44,968.50	44,632.10	336.40	46,317.56	7,494.75	7,503.50	-8.75	7,494.75	7,503.50	-8.75	7,494.75	7,503.50	-8.75	
Employers NI & Pension	9,601.16	4,570.77	4,749.29	-178.52	5,030.38	744.48	803.25	-58.77	744.48	803.25	-58.77	848.36	803.25	45.11	
Agency and temporary staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Staff Training	1,500.00	1,150.00	1,143.00	7.00	350.00	0.00	0.00	0.00	0.00	0.00	0.00	1,150.00	1,143.00	7.00	
Recruitment & Other Staffing Costs	250.00	250.00	3,192.65	-2,942.65	0.00	140.00	473.19	-333.19	0.00	60.00	-60.00	0.00	2,543.86	-2,543.86	Employee Assistance Programme and Avensure services not budgeted for
Workwear & PPE	750.00	290.00	284.32	5.68	460.00	140.00	138.98	1.02	0.00	0.00	0.00	150.00	145.34	4.66	
Communications, Printing and Advertising	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	
Franking	2,600.00	1,100.00	1,099.88	0.12	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	800.00	0.00	
Office Stationery	3,213.00	860.00	853.76	6.24	2,353.00	50.00	44.99	5.01	700.00	694.93	5.07	30.00	32.50	-2.50	
Travel & Subsistence	150.00	50.00	44.17	5.83	100.00	10.00	11.20	-1.20	0.00	0.00	0.00	0.00	0.00	0.00	
Telephone/Mobile and Broadband	1,606.50	350.00	325.65	24.35	1,256.50	0.00	0.00	0.00	180.00	178.49	1.51	0.00	0.00	0.00	
Website, IT and Software	3,748.50	3,400.00	2,811.40	588.60	348.50	2,800.00	2,811.40	-11.40	600.00	0.00	600.00	0.00	0.00	0.00	
Membership & Subscriptions	510.00	120.00	119.59	0.41	390.00	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.00	
Audit and Accountancy Fees	5,500.00	4,530.00	4,485.00	45.00	970.00	4,200.00	4,155.00	45.00	0.00	0.00	0.00	330.00	330.00	0.00	
Legal Fees	2,142.00	1,320.00	1,320.00	0.00	822.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Professional Fees & Land Registry	1,660.05	110.00	102.00	8.00	1,550.05	0.00	0.00	0.00	0.00	0.00	0.00	60.00	57.00	3.00	
Insurance	5,200.00	5,200.00	7,225.78	-2,025.78	0.00	0.00	0.00	0.00	5,200.00	7,197.78	-1,997.78	0.00	28.00	-28.00	Insurance costs higher than budgeted for
Equipment	2,677.50	0.00	0.00	0.00	2,677.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Miscellaneous Expenditure	1,606.50	265.00	261.55	3.45	1,341.50	65.00	64.92	0.08	50.00	53.04	-3.04	0.00	0.00	0.00	
Bird boxes	1,000.00	150.00	149.66	0.34	850.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	149.66	0.34	
Trust Community Grants	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	
Community Training	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	
Anniversary Weekend & Christmas party	7,500.00	7,440.00	7,419.73	20.27	60.00	0.00	0.00	0.00	820.00	819.00	1.00	300.00	298.80	1.20	
Charges (card machine & bank)	6,000.00	2,460.00	2,458.09	1.91	3,540.00	0.00	0.00	0.00	400.00	400.56	-0.56	530.00	525.27	4.73	
Proportioned Centre Costs	6,632.55	3,388.34	3,471.56	-83.23	3,244.22	550.00	546.86	3.14	550.00	430.41	119.59	550.00	669.82	-119.82	
Depreciation allowance	53,000.00	0.00	0.00	0.00	53,000.00	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.00	
Contribution to The Centre	28,110.04	7,224.68	4,248.15	2,976.53	20,885.36	-2,160.66	-3,091.01	930.35	2,226.34	2,278.55	-52.22	5,559.34	3,510.14	2,049.20	
Contribution to the AGP	18,458.46	133.27	6,681.52	-6,548.25	18,325.19	292.76	2,056.60	-1,763.84	-162.24	805.74	-967.98	-1,820.52	-1,561.62	-258.90	
Trust Totals	333,402.31	89,330.56	97,078.85	-7,748.29	225,746.57	14,326.33	15,518.88	-1,192.55	18,803.33	21,225.25	-2,421.93	16,131.93	16,978.53	-846.60	

AGP Budget

Salaries	30,044.67	14,800.33	16,652.93	-1,852.60	15,244.34	2,466.72	2,547.87	-81.14	2,466.72	2,742.57	-275.84	2,466.72	2,655.83	-189.10	
Employers NI & Pension	1,713.78	906.22	1,167.31	-261.10	807.57	151.04	158.50	-7.47	151.04	189.10	-38.07	151.04	178.91	-27.88	
Workwear & PPE	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	
AGP Business Rates	7,500.00	219.00	219.00	0.00	7,281.00	0.00	0.00	0.00	0.00	0.00	0.00	219.00	219.00	0.00	No business rates applied by SKDC yet
AGP Water Rates	2,500.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Maintenance	3,000.00	1,980.37	1,980.37	0.00	1,019.63	590.00	584.73	5.27	0.00	0.00	0.00	950.37	955.32	-4.95	
AGP Electricity	9,600.00	220.00	-330.42	550.42	9,380.00	0.00	-548.76	548.76	220.00	218.34	1.66	0.00	0.00	0.00	
AGP Gas	2,500.00	1,410.00	1,413.45	-3.45	1,090.00	20.00	19.63	0.37	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Equipment	1,000.00	270.00	265.58	4.42	730.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Cleaning/Materials	1,000.00	60.00	55.60	4.40	940.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Kitchen Supplies	1,000.00	195.00	194.09	0.91	805.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Communications & Software	1,500.00	460.00	463.50	-3.50	1,040.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Health & Safety	1,000.00	160.00	151.96	8.04	840.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Miscellaneous	3,000.00	937.35	937.35	-0.00	2,062.65	65.00	63.47	1.53	0.00	0.00	0.00	92.35	103.28	-10.93	
AGP Totals	65,758.46	21,618.27	23,170.73	-1,552.46	44,140.19	3,292.76	2,825.44	467.32	2,837.76	3,150.01	-312.25	3,879.48	4,112.34	-232.86	

Operational Groundsman Budget

Salaries	45,206.80	19,776.05	20,193.93	-417.88	25,430.75	4,115.01	3,891.27	223.73	4,115.01	4,458.47	-343.47	4,115.01	4,289.35	-174.35	
Employers NI	2,889.37	1,899.88	2,073.72	-173.85	989.50	395.59	376.92	18.67	395.59	466.57	-70.98	395.59	453.92	-58.33	
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	5,000.00	5,974.22	-974.22	0.00	660.00	660.18	-0.18	1,500.00	1,504.13	-4.13	1,440.00	2,407.22	-967.22	Servicing of grounds equipment
New equipment and tools	4,000.00	1,680.00	1,677.35	2.65	2,320.00	1,500.00	1,504.45	-4.45	0.00	0.00	0.00	30.00	26.95	3.05	
Miscellaneous Expenditure	4,000.00	1,260.00	5,032.99	-3,772.99	2,740.00	-4,000.00	-4,945.04	945.04	860.00	859.32	0.68	400.00	397.65	2.35	
Ditch & Dyke Maintenance, Fence repairs and replacements	35,950.00	19,000.00	18,971.47	28.53	16,950.00	0.00	0.00	0.00	2,230.00	2,225.27	4.73	260.00	264.77	-4.77	
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	6,780.00	6,768.52	11.48	3,220.00	5,100.00	5,091.44	8.56	1,420.00	1,424.20	-4.20	20.00	16.88	3.12	
Waste collection (waste bins around the development)	1,500.00	1,020.00	1,013.99	6.01	480.00	680.00	675.99	4.01	170.00	169.00	1.00	170.00	169.00	1.00	
Fuel, Oil and Water	2,000.00	2,000.00	2,691.98	-691.98	0.00	290.00	289.41	0.59	240.00	242.01	-2.01	700.00	1,388.80	-688.80	Insufficient budget due to buying fuel at the pump and increase in prices
Vehicle Insurance	3,500.00	130.00	134.04	-4.04	3,370.00	20.00	22.74	-2.74	90.00	89.76	0.24	20.00	21.54	-1.54	
Vehicle repairs & MOT	2,000.00	510.00	514.80	-4.80	1,490.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Play ground inspection	1,000.00	902.00	900.60	1.40	98.00	0.00	0.00	0.00	132.00	132.00	0.00	770.00	768.60	1.40	
Groundsman Totals	126,296.17	59,957.92	65,947.60	-5,989.68	66,338.25	8,760.59	7,567.36	1,193.23	11,152.59	11,570.73	-418.13	8,320.59	10,204.68	-1,884.08	

Operational The Centre Budget

Staff salaries	16,134.86	7,862.40	7,600.32	262.08	8,272.46	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	593.62	614.69	-21.08	564.11	98.94	102.45	-3.51	98.94	102.45	-3.51	98.94	102.45	-3.51	
PRS & Licenses	1,750.00	830.00	830.66	-0.66	920.00	0.00	0.00	0.00	830.00	830.66	-0.66	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	8,230.00	8,157.76	72.24	1,770.00	720.00	713.56	6.44	540.00	536.17	3.83	4,150.00	4,151.22	-1.22	New sound system for the hall
Business Rates	6,300.00	3,155.00	3,149.22	5.78	3,145.00	525.00	524.87	0.13	525.00	524.87	0.13	530.00	524.87	5.13	
Water	1,000.00	455.00	453.39	1.61	545.00	0.00	0.00	0.00	55.00	54.67	0.33	50.00	47.63	2.37	
Electricity	1,200.00	285.00	279.34	5.66	915.00	45.00	44.38	0.62	0.00	0.00	0.00	0.00	0.00	0.00	
Gas	2,000.00	40.00	244.70	-204.70	1,960.00	40.00	41.67	-1.67	0.00	0.00	0.00	0.00	0.00	0.00	
Waste Collection	800.00	492.00	491.83	0.17	308.00	225.00	225.33	-0.33	57.00	56.33	0.67	210.00	210.17	-0.16	
Cleaning	4,000.00	3,390.00	3,389.74	0.26	610.00	425.00	425.25	-0.25	360.00	357.00	3.00	760.00	762.49	-2.49	
Proportioned Centre Costs (income)	-6,632.55	-3,388.34	-3,471.56	83.23	-3,244.22	-550.00	-546.86	-3.14	-550.00	-430.41	-119.59	-550.00	-669.82	119.82	
Centre Totals	38,110.04	21,944.68	21,740.09	204.59	16,165.36	2,839.34	2,797.37	41.97	3,226.34	3,298.46	-72.13	6,559.34	6,395.72	163.62	

Combined Expenditure Totals	563,566.98	192,851.43	207,937.27	-15,085.84	352,390.36	29,219.01	28,709.05	509.97	36,020.01	39,244.45	-3,224.44	34,891.33	37,691.26	-2,799.93	
------------------------------------	-------------------	-------------------	-------------------	-------------------	-------------------	------------------	------------------	---------------	------------------	------------------	------------------	------------------	------------------	------------------	--

Income 2019/2020

		2022/2023 Income Budget	Year to date Budget 01/04/2022 - 30/09/2022	Year to Date Income 01/04/2022 - 30/09/2022	Year to date Variance + / -	Remaining Budget 01/10/2022 - 31/03/2023	July 22 Budget	July 22 Income	Variance + / -	August 22 Budget	August 22 Income	Variance + / -	September 22 Budget	September 22 Income	Variance + / -	Notes
The Trust income																
Annual charge	a	-608,303.20	-608,307.87	-615,232.25	6,924.38	4.67	-2,037.87	-6,585.01	4,547.14	-2,037.87	-2,884.30	846.43	-1,783.13	-1,174.98	-608.15	
Administration fees	b	-22,000.00	-12,070.00	-15,100.00	3,030.00	-9,930.00	-2,000.00	-3,850.00	1,850.00	-2,000.00	-2,450.00	450.00	-2,000.00	-1,100.00	-900.00	
Interest earned	c	-1,000.00	-10.00	-9.46	-0.54	-990.00	0.00	0.00	0.00	-5.00	-5.00	0.00	0.00	0.00	0.00	
Other	d	-1,000.00	-400.00	-400.00	0.00	-600.00	0.00	0.00	0.00	0.00	0.00	0.00	-400.00	-400.00	0.00	Sale of the oil tank
The Trust Total income NET		-632,303.20	-620,787.87	-630,741.71	9,953.84	-11,515.33	-4,037.87	-10,435.01	6,397.14	-4,042.87	-5,339.30	1,296.43	-4,183.13	-2,674.98	-1,508.15	
AGP Income																
Football pitch bookings	e	-43,300.00	-20,360.00	-15,352.91	-5,007.09	-22,940.00	-3,000.00	-768.84	-2,231.16	-3,000.00	-2,344.27	-655.73	-5,500.00	-5,473.96	-26.04	
Pavilion lettings	f	-3,000.00	-925.00	-936.30	11.30	-2,075.00	0.00	0.00	0.00	0.00	0.00	0.00	-200.00	-200.00	0.00	
Other income	h	-500.00	-200.00	-200.00	0.00	-300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Trust subsidy		-43,958.46	-133.27	-6,681.52	6,548.25	-43,825.19	-292.76	-2,056.60	1,763.84	162.24	-805.74	967.98	1,820.52	1,561.62	258.90	
The AGP Total income NET		-90,758.46	-21,618.27	-23,170.73	1,552.46	-69,140.19	-3,292.76	-2,825.44	-467.32	-2,837.76	-3,150.01	312.25	-3,879.48	-4,112.34	232.86	
The Centre Income																
Avalon Bookings	g	-10,000.00	-14,720.00	-17,491.94	2,771.94	4,720.00	-5,000.00	-5,888.38	888.38	-1,000.00	-1,019.91	19.91	-1,000.00	-2,885.58	1,885.58	Bookings exceeded budget
Trust Subsidy		-28,110.04	-7,224.68	-4,248.15	-2,976.53	-20,885.36	2,160.66	3,091.01	-930.35	-2,226.34	-2,278.55	52.22	-5,559.34	-3,510.14	-2,049.20	
The Centre Total income NET		-38,110.04	-21,944.68	-21,740.09	-204.59	-16,165.36	-2,839.34	-2,797.37	-41.97	-3,226.34	-3,298.46	72.13	-6,559.34	-6,395.72	-163.62	
Total Income		-761,171.70	-664,350.82	-675,652.53	11,301.71	-96,820.88	-10,169.96	-16,057.82	5,887.86	-10,106.96	-11,787.77	1,680.81	-14,621.95	-13,183.04	-1,438.91	
Total Net Budget		-197,604.72	-471,499.39	-467,715.26	-3,784.13	255,569.48	19,049.05	12,651.23	6,397.82	25,913.05	27,456.68	-1,543.63	20,269.39	24,508.22	-4,238.84	
				OK				OK				OK				
												-27,456.68		-24,508.22		

Tilia Homes – Elsea Park Development Update 2/11/2022

- **Road adoptions** – The Zone 1, 2 and 4a road adoption works were completed on the 18th October 2022. The council have been out and inspected the areas and provided further details on what is required to progress the roads to adoption. Tilia are currently working with all parties to satisfy these requirements and once timeframes for adoption are known these will be

Zone 5 and 6 works are targeted for early 2023, due to the planning required to carry out all the works required with minimal disruption to residents

- **Zone 5 (6) play area** – The area inside the fencing of the play area has been seeded. Tilia are just waiting for the grass to establish. Once established the play area contractor will return and install play matting (w/c 31st October 2022). The order for the connecting footpaths to the play area have been placed. Once completed, the play area will have a ROPSA inspected and be inspected by the Trust before opening. We are still targeting November for opening
- **Landscaping around Zone 5 (6)** – The area has been cut a number of times by Tilia. The area was inspected by the Trust on 14th October 2022 and it has been decided that in Feb/March 2023 the area will be closed off to the public, sprayed, rotovated, levelled and seeded. Dependent on weather we are hoping to have it open in March/April 2022. The areas not grassed outside of the play area will be levelled off and seeded the w/c 31st October 2022 to tidy up until the work above goes ahead in Feb/March 2023
- **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. The weeding on the area is being managed whilst we wait for works to start
- **Zone 9 play area** – The play areas has been landscaped and we are just awaiting the seed to establish before safety matting can be installed. Unfortunately, the area will have to be Heras fenced off to allow the seed to take. Tilia are still targeting a November 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 have instructed an engineer to create a cut and fill plan becomes some of the areas are undulating and need some reworking that will be used for the planning application. The application is planned to be in before the end of the year
- **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 have started the legal preparation and are awaiting completion of the final version of the land transfer plan to put together the legal documents and agreement for all parties to sign. All parties are targeting the end of year to have this completed
- **Ditch works** – Tilia funded ditch works started on the w/c 9th October 2022. A program outlining the ditch works being carried out by the contractor for both the Trust and funded by Tilia has been provided. The works across the development stretch between the w/c 9th October to the w/c 21st January 2022. The contractor have agreed to look at any trees causing a health and safety risk as a priority. The contractor will also be attending 18 and 19th October 2022 to dredge ditches already failed so fencing repair works can be completed
- **Bourne Community Centre parcel** – Targeting to have all areas and roads completed by the end of the year. Will look to hand over Community Trust areas prior to the end of year