



AGENDA
Elsea Park Community Trust Board Meeting

Wednesday 1st December 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 2nd November 2022 All
18:15	3	Management Report GP
18:30	4	Finance Report BL
18:40	5	AGP JB
18:45	6	Developer Representative Report ST
19:00	7	Directors Items All
	7.1	Staff Pay Review Alignment JB
19:15	8	Any Other Business All
19:30	9	Date of the next meeting: Thursday 2nd February 2022 All

Elsea Park Community Trust Board Meeting Minutes Thursday 1st December 2022

Present:	Jono Brough	JB	Owner Director (Chair)
	Michael Marren	MM	Owner Director (Vice Chair)
	Anna Machnik	AMac	Owner Director
	Peggy Kent	PK	Resident 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
1.	WELCOME AND APOLOGIES FOR ABSENCE		
	1.1 Apologies were received from Asif Mahmood and Barry Cook.		
	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
	Yearly Payment Re-baselining BC has chased solicitor for written confirmation, but nothing has been received. If no confirmation is received by mid-month, The Trust will seek another solicitor.	BC	<input type="checkbox"/>
	Community Bus Details are available in item 9.1. Further research with Marks and Call Connect to be conducted.	GP/JB	<input type="checkbox"/>
	Increase in Hall hire charges The Board have agreed to increase the weekday hire charges and the weekend non-residents hire charges by 10%. The weekend resident rates will remain	All	<input checked="" type="checkbox"/>
	Pay Review Documentation BL prepared the letters detailing the increase, JB signed the letters and they were distributed to staff.	BL/JB	<input checked="" type="checkbox"/>
	Shuttlebus transport GP contacted Mark's Transport with details of requirements but because the details have been amended, Mark's Transport will respond next week after reviewing the arrangements and costs.	GP	<input checked="" type="checkbox"/>
	Speed Reduction along Raymond May's Way JB has sent a request to reduce the speed limit along Raymond May's Way to RR. RR is now awaiting an update and he will chase for a response next week.	RR	<input type="checkbox"/>

	School Representative GP to extend an invitation to the school for a representative to replace Peter Bellamy.	GP	<input type="checkbox"/>
4.	MANAGEMENT REPORT		
	<p>4.1 GP's Management report was sent to the directors prior to the meeting.</p> <p>4.2. The Centre</p> <p>4.2.1 GP updated the Board with the following:</p> <ol style="list-style-type: none"> a. The resin patio thresholds has been done on the hall entrances on both the patio side and the car park side. b. The exterior lights will be resolved this week. c. Tilia Homes have started work on the car park lighting and it is hoped that EON will connect them prior to Christmas. d. The new Salto locks have been fitted today. e. Four people used the Warm Welcome Hub today <p>4.2.2 GP informed the Board that updated quotes have been received for the sunshade canopy and Zenith is the most competitive. GP will invite Zenith to visit the site to identify any issues with an instalment date prior to Easter. Action: GP</p> <p>4.3 Fraud Prevention</p> <p>4.3.1 The Trust are not permitted to reproduce the Fraud booklet, so the cost will be 60p per booklet and will be delivered with Discovering Bourne to each property. There has been agreement to inset The Trust logo on the front cover.</p> <p>4.3.2 It is hoped that Friends Against Scams will be able to carry out a presentation in March for residents.</p> <p>4.4 JB has observed that there is the knee rail fence still in situ where the Grounds team have fitted a new fence. GP responded by saying that work is still ongoing.</p>		
5.	FINANCE REPORT		
	<p>5.1.1 BL apologised for sending the Finance report with explanations of the variances to the directors late.</p> <p>5.1.2 She explained the issues being experienced in producing the report this month and the SAGE technical team are not able to help. There were no questions or comments.</p> <p>5.2 BL asked if the Board would agree the accounts. This was agreed unanimously.</p>		
6.	AGP		
	<p>6.1 WM sent his report ahead of the meeting. There were no questions.</p> <p>6.2 GP said that the drainage problems have been resolved. JJ Mac have installed a new drainage pipe which has sorted the backfall of foul water.</p> <p>6.3 JJ Mac is still to repair the 'dip' in the tarmac causing a large puddle when it rains.</p> <p>6.4 GP asked ST if Tilia plan to repair the damage in the car park cause by contractors parking. ST responded by saying he would need to check with the Tilia Commercial Manager what was agreed with the Trust regarding works following the use of the car park. Tilia will revert back to the Trust to formalise an agreed forward plan. Action: ST</p> <p>6.5 BL mentioned a phone call received from a corporate organisation who wished to book the pitch on a regular basis and enquired about a multi booking discount.</p>		

7.	DEVELOPER REPRESENTATIVE REPORT
	<p>7.1 ST sent the Developer Representative report to the directors ahead of the meeting.</p> <p>7.2 JB asked about the vandalism to which ST answered that it was graffiti.</p> <p>7.3 RR asked if the play area near Manor Road, will have a path installed as it is likely to be very muddy. ST said that a path connecting the two public entrances to the play area will be installed.</p> <p>7.3.1 JB added that one gate will be padlocked to be used only for maintenance.</p>
8.	DIRECTORS ITEMS
	<p>8.1 Staff Pay Review Alignment</p> <p>8.1.1 Following an email discussion between Directors regarding the timing of the pay review, JB wanted the formal agreement to be included the Board meeting. The pay review will now be determined in March of each year to benefit from the improved data available.</p>
9.	ANY OTHER BUSINESS
	<p>9.1 MM led a discussion regarding the shuttle bus on behalf of BC who sent his apologies.</p> <p>9.1.1 BC had produced a report on the research he had carried out on the legalities of operating a shuttlebus and The Trust's obligations covered by the S106.</p> <p>9.1.2 There are two types of permits that can be applied for:</p> <ul style="list-style-type: none"> a. Section 22 Permit which would cover registering routes offering a scheduled service, but the service can be used by any member of the public. It has been indicated that it is unlikely that The Trust would be granted a Section 22 Permit. b. Section 19 Permit which would be for members only and can be used for other community groups. The service would be similar to that offered by Call Connect where members can travel to the doctors or supermarket. The bus would require an inspection every ten weeks. <p>9.1.3 JB feels that the Board would need to decide the days and times of service utilising the survey as a guide should this be an option adopted.</p> <p>9.1.4 PF voiced his opinion saying that the whole scheme is not financially viable and the majority of the Elsea Park residents would not use the service, therefore, it would not be a benefit but a liability. Other Directors agreed with PF's comments.</p> <p>9.1.5 JB stated that it is widely accepted that the original requirement in the S106 would not be utilised. The work being undertaken now is to inform our actions, which will subsequently determine our request to legally amend the S106.</p> <p>9.1.6 ST asked the Board to consider that if a hire company is used and there was an unfortunate incident, life threatening or fatal, would The Trust be liable as the hire company is 'employed' by The Trust. JB stated that this would be a consideration of any agreement.</p> <p>9.1.7 GP suggested paying the membership fee to Call Connect but he will await the decision from Mark's Transport before approaching Call Connect.</p> <p>9.2 ST asked JB why he held a meeting with residents on a Saturday shortly after the AGM. JB said that he was responding to residents who were not able to attend the AGM and offering a further opportunity to engage with the Trust. It was well attended and JB will be holding further sessions throughout the year.</p> <p>9.3 ST expressed Tilia Home's thanks for a very successful partnership.</p>

	<p>9.4 GP will be looking at installing solar panels on the pavilion roof. Action: GP</p> <p>9.5 The Trust has invested funds with a respected provider and is currently exploring other safe investment opportunities.</p> <p>9.6 RR is still trying to arrange a meeting between Highways and EPCT, but no date has been put forward yet. He added that if no response is received by February, RR will approach the full council.</p> <p>9.7 PF asked if England get to the final of the World Cup, would The Trust consider opening the Centre for residents to watch the match. JB agreed that this would be a good idea if the Centre is available.</p> <p>9.7.1 GP checked the bookings and said that the Centre is free at the time of the match.</p> <p>9.8 JB wished everyone a Merry Christmas and a Happy New Year and said that the next meeting will be in February.</p> <p>9.9 GP gave his apologies as he will not be able to attend the next meeting.</p>
10.	DATE OF NEXT MEETING
	<p>The next meeting is to be held on 2nd February 2023 at the Centre.</p> <p>There being no further business, the meeting closed at 20:00 hrs.</p>



Manager's Report 1st December 2022

Admin Team

New House sales are keeping Lynda extremely busy despite the well reported downturn in the housing market.

Time off in leu (TOIL) figures for all the Team have been greatly reduced compared to a year ago, and we will be going into the new year with much reduced figures with the vision of Team members TOIL not exceeding 2 of their working days.

Grounds team

Ben has completed his PA1 and PA6 training for the application of herbicides and pesticides.

The fence on Newton Abbot Way is now completed this has taken considerably longer than planned due to high voltage cables discovered buried extremely close to the fence post excavation holes, this coupled to several days of heavy rain delayed the finish date.

First Aid. Taking into account the work the Grounds Team now undertake I have replaced the vehicle first aid kits which now include a supply of trauma blood stopper bandages.

The Centre

Page group have completed their work at the Centre replacing the doors and windows. There are still finishing jobs outstanding

- James Cotton is due to fit new dust mats at each entrance but has material supply issues *Expected completion before the end of December*
- John Jenkins from Resin Direct has the thresholds both patio side and car park side to improve *Expected completion is 1st week of December*
- The Centres exterior lights continue to cause an issue with the circuit tripping
- The Centres car park lights have been inspected by Eon on Instruction from Tilia but it would appear further work is required before they can be commissioned
- New Salto locks are due to be fitted to enable remote unlocking *Expected completion 2nd week of December*

Warm Hub. The warm hub continues to be offered on a Thursday 9am to 5pm no one has used the facility so far but other than turning the thermostat up a couple of degrees on a

Thursday there is very little additional cost to the trust to keep offering this service until March 2023.

Sun Shade. With the centre doorS & Window project approaching its final weeks, I'm now in a position to revisit the sunshade for the patio, after receiving three quotes, two for sail shades and one for a fixed frame shade it was decided earlier in the year to go for the Velo sun shade and I have now managed to get two quotes for this product. I will be having a site meeting early in the new year with Zenith Canopies to explore our options.

AGP

Drainage. A new Foul Waste has been installed at the site and appears to be working correctly.

The gravel drainage strip between the pitch and the patio has continually been contaminating the pitch surface with gravel this small area has now been removed and replaced by permeable resin.

Operational Trust Budget



Item	2022/2023 Spend Budget	Year to date Budget	Year to Date Expenditure	Year to date Variance + / -	Remaining Budget	August 22 Budget	August 22 Expenditure	Variance + / -	September 22 Budget	September 22 Expenditure	Variance + / -	October 22 Budget	October 22 Expenditure	Variance + / -	Notes
		01/04/2022 - 31/10/2022	01/04/2022 - 31/10/2022		01/11/2022 - 31/03/2023										
Office Staff Salaries	91,286.06	52,688.09	52,135.60	552.49	38,597.96	7,494.75	7,503.50	-8.75	7,494.75	7,503.50	-8.75	7,719.59	7,503.50	216.09	
Employers NI & Pension	9,601.16	5,233.71	5,552.54	-318.84	4,367.45	744.48	803.25	-58.77	744.48	803.25	-58.77	766.82	803.25	-36.44	
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	1,150.00	1,143.00	7.00	0.00	0.00	0.00	
Recruitment & Other Staffing Costs	250.00	250.00	3,665.84	-3,415.84	0.00	0.00	60.00	-60.00	0.00	2,543.86	-2,543.86	0.00	473.19	-473.19	
Workwear & PPE	750.00	340.00	335.50	4.50	410.00	0.00	0.00	0.00	150.00	145.34	4.66	50.00	51.18	-1.18	
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	800.00	800.00	0.00	0.00	0.00	0.00	
Office Stationery	3,213.00	860.00	853.76	6.24	2,353.00	700.00	694.93	5.07	30.00	32.50	-2.50	0.00	0.00	0.00	
Travel & Subsistence	150.00	50.00	44.17	5.83	100.00	0.00	0.00	0.00	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	180.00	178.49	1.51	0.00	0.00	0.00	0.00	0.00	0.00	
Website, IT and Software	3,748.50	3,600.00	3,007.60	592.40	148.50	600.00	0.00	600.00	0.00	0.00	0.00	200.00	196.20	3.80	
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	50.00	50.00	0.00	950.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	0.00	
Audit and Accountancy Fees	5,500.00	5,500.00	5,895.00	-395.00	0.00	0.00	0.00	0.00	330.00	330.00	0.00	970.00	1,410.00	-440.00	
Legal Fees	2,142.00	2,142.00	2,400.00	-258.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	822.00	1,080.00	-258.00	
Professional Fees & Land Registry	1,660.05	110.00	102.00	8.00	1,550.05	0.00	0.00	0.00	60.00	57.00	3.00	0.00	0.00	0.00	
Insurance	5,200.00	5,200.00	7,221.22	-2,021.22	0.00	5,200.00	7,197.78	-1,997.78	0.00	28.00	-28.00	0.00	-4.56	4.56	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	305.00	299.44	5.56	1,301.50	50.00	53.04	-3.04	0.00	0.00	0.00	40.00	37.89	2.11	
Bird boxes	1,000.00	150.00	149.95	0.05	850.00	0.00	0.00	0.00	150.00	149.66	0.34	0.00	0.29	-0.29	
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	820.00	819.00	1.00	300.00	298.80	1.20	0.00	0.00	0.00	
Charges (card machine & bank)	6,000.00	2,465.00	2,463.09	1.91	3,535.00	400.00	400.56	-0.56	530.00	525.27	4.73	5.00	5.00	0.00	
Proportioned Centre Costs	6,632.55	3,938.34	3,803.14	135.20	2,694.22	550.00	430.41	119.59	550.00	669.82	-119.82	550.00	331.57	218.43	
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	10,505.98	6,842.84	3,663.14	17,604.06	2,226.34	2,278.55	-52.22	5,559.34	3,510.14	2,049.20	3,281.30	2,594.69	686.61	
Contribution to the AGP	18,458.46	40.03	8,978.23	-8,938.19	18,418.42	-162.24	805.74	-967.98	-1,820.52	-1,561.62	-258.90	-93.23	2,296.71	-2,389.94	
Trust Totals	333,402.31	103,588.15	113,907.76	-10,319.61	211,395.74	18,803.33	21,225.25	-2,421.93	16,028.05	16,978.53	-950.48	14,361.47	16,828.91	-2,467.44	

AGP Budget

Salaries	30,044.67	17,341.06	20,109.67	-2,768.61	12,703.62	2,466.72	2,742.57	-275.84	2,466.72	2,655.83	-189.10	2,540.72	3,456.74	-916.01	
Employers NI & Pension	1,713.78	1,060.26	1,480.78	-420.52	653.53	151.04	189.10	-38.07	151.04	178.91	-27.88	154.04	313.46	-159.42	
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	1,619.00	1,626.19	-7.19	5,881.00	0.00	0.00	0.00	219.00	219.00	0.00	1,400.00	1,407.19	-7.19	
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	2,110.37	2,110.37	0.00	889.63	0.00	0.00	0.00	950.37	955.32	-4.95	130.00	130.00	-0.00	
AGP Electricity	9,600.00	220.00	-330.42	550.42	9,380.00	220.00	218.34	1.66	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Gas	2,500.00	1,410.00	1,413.45	-3.45	1,090.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Equipment	1,000.00	305.00	300.38	4.62	695.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	34.80	0.20	
AGP Cleaning/Materials	1,000.00	112.00	107.81	4.19	888.00	0.00	0.00	0.00	0.00	0.00	0.00	52.00	52.21	-0.21	
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	1,390.00	1,394.55	-4.55	110.00	0.00	0.00	0.00	0.00	0.00	0.00	930.00	931.05	-1.05	
AGP Health & Safety	1,000.00	215.00	204.90	10.10	785.00	0.00	0.00	0.00	0.00	0.00	0.00	55.00	52.94	2.06	
AGP Miscellaneous	3,000.00	1,047.35	1,044.05	3.30	1,952.65	0.00	0.00	0.00	92.35	103.28	-10.93	110.00	106.70	3.30	
AGP Totals	65,758.46	27,025.03	29,655.82	-2,630.78	38,733.42	2,837.76	3,150.01	-312.25	3,879.48	4,112.34	-232.86	5,406.77	6,485.09	-1,078.32	

Operational Groundsman Budget

Salaries	45,206.80	24,014.51	23,733.33	281.18	21,192.29	4,115.01	4,458.47	-343.47	4,115.01	4,289.35	-174.35	4,238.46	3,539.40	699.06	
Employers NI	2,889.37	2,301.22	2,477.67	-176.45	588.15	395.59	466.57	-70.98	395.59	453.92	-58.33	401.35	403.95	-2.61	
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	6,776.22	-1,776.22	0.00	1,500.00	1,504.13	-4.13	1,440.00	2,407.22	-967.22	0.00	802.00	-802.00	
New equipment and tools	4,000.00	1,680.00	1,677.35	2.65	2,320.00	0.00	0.00	0.00	30.00	26.95	3.05	0.00	0.00	0.00	
Miscellaneous Expenditure	4,000.00	1,620.00	5,392.50	-3,772.50	2,380.00	860.00	859.32	0.68	400.00	397.65	2.35	360.00	359.51	0.49	
Ditch & Dyke Maintenance, Fence repairs and replacements	35,950.00	19,540.00	19,511.50	28.50	16,410.00	2,230.00	2,225.27	4.73	260.00	264.77	-4.77	540.00	540.03	-0.03	
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	6,890.00	6,875.23	14.77	3,110.00	1,420.00	1,424.20	-4.20	20.00	16.88	3.12	110.00	106.71	3.29	
Waste collection (waste bins around the development)	1,500.00	1,190.00	1,182.98	7.02	310.00	170.00	169.00	1.00	170.00	169.00	1.00	170.00	169.00	1.00	
Fuel, Oil and Water	2,000.00	2,000.00	2,835.93	-835.93	0.00	240.00	242.01	-2.01	700.00	1,388.80	-688.80	0.00	143.95	-143.95	Insufficient budget due to buying fuel at the pump and increase in prices
Vehicle Insurance	3,500.00	140.00	147.03	-7.03	3,360.00	90.00	89.76	0.24	20.00	21.54	-1.54	10.00	12.99	-2.99	
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	132.00	132.00	0.00	770.00	768.60	1.40	0.00	0.00	0.00	
Groundsman Totals	126,296.17	65,787.73	72,025.14	-6,237.42	60,508.44	11,152.59	11,570.73	-418.13	8,320.59	10,204.68	-1,884.08	5,829.80	6,077.54	-247.74	

Operational The Centre Budget

Staff salaries	16,134.86	9,212.11	8,367.07	845.04	6,922.75	1,310.40	1,266.72	43.68	1,310.40	1,266.72	43.68	1,349.71	766.75	582.96	
Employers NI & Pension	1,157.73	695.20	683.89	11.32	462.52	98.94	102.45	-3.51	98.94	102.45	-3.51	101.59	69.19	32.39	
PRS & Licenses	1,750.00	1,660.00	1,661.32	-1.32	90.00	830.00	830.66	-0.66	0.00	0.00	0.00	830.00	830.66	-0.66	
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	10,000.00	12,467.67	-2,467.67	0.00	540.00	536.17	3.83	4,150.00	4,151.22	-1.22	1,770.00	4,309.91	-2,539.91	New sound system for the hall
Business Rates	6,300.00	3,685.00	3,674.09	10.91	2,615.00	525.00	524.87	0.13	530.00	524.87	5.13	530.00	524.87	5.13	
Water	1,000.00	505.00	500.58	4.42	495.00	55.00	54.67	0.33	50.00	47.63	2.37	50.00	47.19	2.81	
Electricity	1,200.00	285.00	279.34	5.66	915.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Waste Collection	800.00	552.00	548.16	3.85	248.00	57.00	56.33	0.67	210.00	210.17	-0.16	60.00	56.33	3.67	
Cleaning	4,000.00	3,530.00	3,526.23	3.77	470.00	360.00	357.00	3.00	760.00	762.49	-2.49	140.00	136.49	3.51	
Proportioned Centre Costs (income)	-6,632.55	-3,938.34	-3,803.14	-135.20	-2,694.22	-550.00	-430.41	-119.59	-550.00	-669.82	119.82	-550.00	-331.57	-218.43	
Centre Totals	38,110.04	26,225.98	28,149.91	-1,923.93	11,884.06	3,226.34	3,298.46	-72.13	6,559.34	6,395.72	163.62	4,281.30	6,409.82	-2,128.52	

Combined Expenditure Totals	563,566.98	222,626.89	243,738.63	-21,111.74	322,521.67	36,020.01	39,244.45	-3,224.44	34,787.45	37,691.26	-2,903.81	29,879.34	35,801.36	-5,922.02	
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Income 2019/2020

		2022/2023 Income Budget	Year to date Budget 01/04/2022 - 31/10/2022	Year to Date Income 01/04/2022 - 31/10/2022	Year to date Variance + / -	Remaining Budget 01/11/2022 - 31/03/2023	August 22 Budget	August 22 Income	Variance + / -	September 22 Budget	September 22 Income	Variance + / -	October 22 Budget	October 22 Income	Variance + / -	Notes
The Trust income																
Annual charge	a	-608,303.20	-609,836.27	-619,311.48	9,475.21	1,533.07	-2,037.87	-2,884.30	846.43	-1,783.13	-1,174.98	-608.15	-1,528.40	-4,079.23	2,550.83	
Administration fees	b	-22,000.00	-14,070.00	-18,600.00	4,530.00	-7,930.00	-2,000.00	-2,450.00	450.00	-2,000.00	-1,100.00	-900.00	-2,000.00	-3,500.00	1,500.00	
Interest earned	c	-1,000.00	-30.00	-24.61	-5.39	-970.00	-5.00	-5.00	0.00	0.00	0.00	0.00	-20.00	-15.15	-4.85	
Other	d	-1,000.00	-450.00	-450.00	0.00	-550.00	0.00	0.00	0.00	-400.00	-400.00	0.00	-50.00	-50.00	0.00	
The Trust Total income NET		-632,303.20	-624,386.27	-638,386.09	13,999.82	-7,916.93	-4,042.87	-5,339.30	1,296.43	-4,183.13	-2,674.98	-1,508.15	-3,598.40	-7,644.38	4,045.98	
AGP Income																
Football pitch bookings	e	-43,300.00	-25,860.00	-19,600.94	-6,259.06	-17,440.00	-3,000.00	-2,344.27	-655.73	-5,500.00	-5,473.96	-26.04	-5,500.00	-4,248.03	-1,251.97	
Pavilion lettings	f	-3,000.00	-925.00	-876.65	-48.35	-2,075.00	0.00	0.00	0.00	-200.00	-200.00	0.00		59.65	-59.65	
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	-40.03	-8,978.23	8,938.19	-43,918.42	162.24	-805.74	967.98	1,820.52	1,561.62	258.90	93.23	-2,296.71	2,389.94	
The AGP Total income NET		-90,758.46	-27,025.03	-29,655.82	2,630.78	-63,733.42	-2,837.76	-3,150.01	312.25	-3,879.48	-4,112.34	232.86	-5,406.77	-6,485.09	1,078.32	
The Centre Income																
Avalon Bookings	g	-10,000.00	-15,720.00	-21,307.07	5,587.07	5,720.00	-1,000.00	-1,019.91	19.91	-1,000.00	-2,885.58	1,885.58	-1,000.00	-3,815.13	2,815.13	
Trust Subsidy		-28,110.04	-10,505.98	-6,842.84	-3,663.14	-17,604.06	-2,226.34	-2,278.55	52.22	-5,559.34	-3,510.14	-2,049.20	-3,281.30	-2,594.69	-686.61	
The Centre Total income NET		-38,110.04	-26,225.98	-28,149.91	1,923.93	-11,884.06	-3,226.34	-3,298.46	72.13	-6,559.34	-6,395.72	-163.62	-4,281.30	-6,409.82	2,128.52	
Total Income		-761,171.70	-677,637.28	-696,191.81	18,554.53	-83,534.42	-10,106.96	-11,787.77	1,680.81	-14,621.95	-13,183.04	-1,438.91	-13,286.46	-20,539.29	7,252.82	
Total Net Budget		-197,604.72	-455,010.39	-452,453.18	-2,557.21	238,987.25	25,913.05	27,456.68	-1,543.63	20,165.51	24,508.22	-4,342.72	16,592.88	15,262.08	1,330.80	
				OK				OK				OK		OK		
				452,453.18				-27,456.68				-24,508.22		-15,262.08		

Tilia Homes – Elsea Park Development Update 1/12/2022

- **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. A meeting between Lincolnshire Highways and Tilia Homes has been called for 6th December 2022 to discuss the next steps towards completing the adoptions for areas 3, 4, 5, 7 (Numbers represent original development areas not Zones referred to in the rest of the update)

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 ROSPA was carried out on the 16th November 2022. The ROSPA picked up some minimal issues that Tilia Homes are addressing. The Trust are carrying out an inspection on w/c 4/12/2022. Unfortunately, the majority of the equipment although behind Heras fencing was vandalised and Tilia Homes are addressing the cleaning. The connecting footpaths Tilia Homes are just awaiting a date for the works to start. Once all the above is complete the play area will be handed over to the Trust for opening which is targeted for Xmas
- **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, Tilia Homes are hoping to have it open in March/April 2023. The areas around the outside of the play area will be levelled off and due to the wet weather, they were unable to be prepped and seeded, so this will be done in Feb/March 2023
- **Zone 5 (6) LAP and landscaping (Old Compound)** – Further detail on the installation of the street furniture was provided last week to the contractor so they can speed up the timeframe to start works. Tilia Homes still await timeframes for the works to start. Unfortunately, due to the winter temperatures the seeding is unlikely to take until spring. The weeding on the area is being managed whilst we wait for works to start
- **Zone 9 play area** – Due to some access delays with the play area it meant seeding still needs to be completed and will unlikely establish until Feb/March dependent on weather. This will unfortunately push back the opening to the new year as the safety matting, ROSPA and handover inspection by the Trust cannot be completed until the seeding has established
- **Footpath on Linear park/Linear Park** – Tilia have instructed an engineer to create a cut and fill plan because 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. The contractor re-inspected the area w/c 21st November 2022 and is putting together a program with timeframes. These works will follow the Zone 5 LAP works installation. Tilia homes carried out an interim tidy up of the area and will continue to do this until the works are complete
- **Legacy land transfer** – Tilia and the Trust had a meeting on the 12th August 2022. 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** – The works across the development stretch between the w/c 9th October to the w/c 21st January 2022. The contractor has agreed to look at any trees causing a health and safety risk along Raymond Mays Way the w/c 30/11/2022 and provide an updated programme to the Trust and Tilia Homes
- **Bourne Community Centre parcel** – Targeting to have all areas and roads completed by the end of the year. E-on attended the w/c 21/11/2022 to connect the streetlights in the Community Centre car park. Some issues with connection were identified. Tilia have instructed the remedials and have been advised by all parties the timeframe for them to be addressed is by Xmas