



**AGENDA**  
**Elsea Park Community Trust Board Meeting**

**Thursday 2<sup>nd</sup> March 2023 – 18:00**

**Venue: Meeting Room, The Centre @ Elsea Park**

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<b>Time</b>	<b>Item</b>	
<b>18:00</b>	<b>1 Welcome and Apologies</b>	<b>JB</b>
<b>18:05</b>	<b>2 Actions from the previous meeting 1<sup>st</sup> February 2023</b>	<b>All</b>
<b>18:25</b>	<b>3 Management Report</b>	<b>GP</b>
<b>18:40</b>	<b>4 Finance Report</b>	<b>BL</b>
<b>18:55</b>	<b>5 AGP</b>	<b>BL</b>
<b>19:00</b>	<b>6 Developer Representative Report</b>	<b>ST</b>
<b>19:15</b>	<b>7 Directors Items</b>	<b>All</b>
	<b>7.1 Picnic in the Park</b>	<b>PK</b>
	<b>7.2 Employee Pay Review</b>	<b>JB</b>
<b>19:45</b>	<b>8 Any Other Business</b>	<b>All</b>
<b>20:00</b>	<b>9 Date of the next meeting: Thursday 13<sup>th</sup> April 2023</b>	<b>All</b>

## Elsea Park Community Trust Board Meeting Minutes Thursday 2nd March 2023

<b>Present:</b>	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
<b>In Attendance:</b>	Graeme Parrott	GP	Trust Manager
	Bea Laidler	BL	Finance and Admin Officer
<b>1.</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>		
	1.1 Apologies were received from Asif Mahmood, Barry Cook and Gary Thomas.		
	1.2 JB welcomed everyone to the meeting and thanked them for attending.		
<b>2.</b>	<b>DECLARATION OF INTEREST</b>		
	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>		
<b>3.</b>	<b>ACTIONS FROM THE PREVIOUS MEETING</b>		
	<b>Action Details</b>	<b>Actioner</b>	<b>Closed</b>
	School Representative GP is still awaiting a response from the Headteacher of Elsea Park Primary Academy regarding having a representative on the Board of Directors.	GP	<input type="checkbox"/>
	Community Bus Nothing has been received from Call Connect regarding a bus service to residents to date, although it is hoped that a response will be received soon.	JB	<input type="checkbox"/>
	Yearly Payment Re-baselining JB has prepared a letter explaining the process undertaken to reduce the Yearly Payment charge which was sent to every homeowner with the invoice.	JB	<input checked="" type="checkbox"/>
	It was decided to allow tenants themselves to approach their landlords/Housing Associations to ensure that the reduced fee is passed onto them, but JB will post in the newsletter that support from The Trust is available if required.	JB	<input type="checkbox"/>
	April & May 2023 Board meetings JB emailed the directors with alternative dates for the next two Board meetings. The consensus is that the April meeting will be held on 13 <sup>th</sup>	JB	<input checked="" type="checkbox"/>

	April 2023 and the May meeting has been rescheduled to 11 <sup>th</sup> May 2023 to accommodate the local elections on 4 <sup>th</sup> May 2023.		
	Armed Forces Covenant Details available in item 8.4.	JB	<input checked="" type="checkbox"/>
<b>4.</b>	<b>MANAGEMENT REPORT</b>		
	<p>4.1.1 GP sent the Management report to the directors ahead of the meeting.</p> <p>4.1.2 ST asked who is the Tilia contact for the car park lights so he can make enquiries on behalf of The Trust.</p> <p>4.2.1 GP gave the following updates:</p> <p>4.2.2 GP sent an email to all directors requesting approval to purchase a flail which will fit onto the tractor and be used for clearing the verges and ditches along Raymond Mays Way and other areas on the development.</p> <p>4.2.3 JB expressed his concerns regarding the current grounds team already working near capacity and suggested the flailing could be outsourced.</p> <p>4.2.4 After discussing the benefits and disadvantages of purchasing a flail, it was agreed to go ahead with the purchase, but the order is to be placed with Fentons of Bourne, a local company who can be available for servicing and repairs.</p> <p>4.2.5 ST suggested that contractors could be used during 'pressure periods'.</p> <p>4.2.6 ST has offered to send GP details of a CSA contact who can advise on ditch management.</p> <p>4.3.1 GP informed the directors that the plans for Welland Drive/ Nene Close planting have been prepared and he is awaiting sight of the final plans.</p> <p>4.3.2 The developers have offered to submit the plans on behalf of The Trust and pay the application fees.</p> <p>4.4.1 GP has spoken to the Qube, who provided and erected the pavilion. Unfortunately, they have no 'as built' plans so GP made them aware of drainage issues.</p> <p>4.4.2 Two portaloos have been hired for the duration to help alleviate the problem.</p>		
<b>5.</b>	<b>FINANCE REPORT</b>		
	<p>5.1 BL sent the finance reports to the Board prior to the meeting.</p> <p>5.2 She went on to explain the variances and the fact that there has been some major expenditure which occurred due to the age of the Centre and insufficient budget had been set.</p> <p>5.3 BL said that all the invoices for the 2023/2024 Yearly Payment fee have been sent and gave the directors some statistics including the number of invoices produced and the different invoicing categories.</p> <p>5.4.1 The migration to Xero has started and one specific category of invoices was sent directly from Xero.</p> <p>5.4.2 A representative from Streets auditors visited to assist with some of the technical issues of the migration.</p>		

	5.5 BL has started the budget process, but she and GP will be meeting to discuss future requirements to be included.
<b>6.</b>	<b>AGP</b>
	6.1 WM sent his report to the Board ahead of the meeting and no questions arose from the directors.
<b>7.</b>	<b>DEVELOPER REPRESENTATIVE REPORT</b>
	7.1 ST sent the Developer Representative report to the Board prior to the meeting and no questions arose.  7.2 ST asked JB if he could arrange a further Developers' meeting as the last one proved to be very useful and resolved issues experienced between the different developers. <b>Action: JB</b>
<b>8.</b>	<b>DIRECTORS ITEMS</b>
	8.1 Picnic in the Park  8.1.1 PK said that arrangements are well under way including: <ul style="list-style-type: none"> <li>- The Bake Off</li> <li>- Entertainment</li> <li>- Inflatables</li> <li>- Exotic Animals</li> <li>- First Aid</li> <li>- Food and other refreshments</li> </ul> 8.1.2 GP will set up Eventbrite, a free app for booking tickets.  8.1.3 BL will source hay and straw bales, which will be donated to Tiny Steps Petting Farm after the event.  8.1.4 PF has confirmed the attendance of the Bourne Town Mayor.  8.1.5 It has been suggested that an ice cream machine is hired to provide ice creams at a nominal cost because last year, people were charged a high price.  8.2 Employee Pay Review  8.2.1 At this point, GP and BL left the meeting.  8.2.2 It was decided to carry out a pay review earlier in the year to benefit from improved data and to assist with budgeting.  8.2.3 The Board agreed that the awarded increments would be split with some employees receiving this from 1 <sup>st</sup> April 2023 and the remaining from 1 <sup>st</sup> October 2023.  8.2.4 BL will prepare the letters for JB's perusal and signature. <b>Action: BL/JB</b>  8.3 School Use of the Centre Car Park  8.3.1 As part of the Lincolnshire County Council Highways meeting on Tuesday 28 <sup>th</sup> February 2023, the subject arose of allowing parents to use the Centre car park whilst collecting their children from school.  8.3.2 This subject was discussed in depth and a unanimous decision was reached not to allow the car park to be use for school parking for the following reasons:

	<ul style="list-style-type: none"> <li>- Safety, there is a lot of traffic on the road and cars pulling out of the car park are causing a hazard because of the restrictive view. Also, children are crossing over the car park exit increasing the hazards further.</li> <li>- It would encourage parents to use their cars rather than walk.</li> <li>- It would impact on Centre users not being able to park because the spaces are taken by parents.</li> </ul> <p>8.4 Armed Forces Covenant</p> <p>8.4.1 JB sent details of the Armed Forces Covenant to the directors ahead of the meeting.</p> <p>8.4.2 He explained that the covenant would support armed forces personnel with the following:</p> <ul style="list-style-type: none"> <li>- Allow additional leave for staff who wish to volunteer.</li> <li>- Guaranteeing an interview to veterans for any vacancies that arise.</li> <li>- Supporting National events, which The Trust already does on Remembrance Sunday.</li> <li>- Place a plaque to show that The Trust is armed forces friendly.</li> </ul> <p>8.4.3 This was unanimously approved by the Board.</p>
<b>9.</b>	<b>ANY OTHER BUSINESS</b>
	<p>9.1 PF praised the new Events Group and said that the Quiz Night was fully attended.</p> <p>9.2 JB said that he had spoken with Taylor Wimpey and a positive response was received regarding a number of issues that remain outstanding.</p> <p>9.3 In the recent meeting with Highways, the following issues were discussed:</p> <ul style="list-style-type: none"> <li>- The reduction in speed around Elsea Park was denied but ideas were given to encourage drivers to reduce their speed.</li> <li>- The footpath from Welland Road to West Road has been approved and is now on the Programme of Works.</li> <li>- Highways are looking to approve a bus stop along Raymond Mays Way.</li> <li>- Highways have agreed to investigate the poor surface along Manor Lane to Wincanton Way.</li> </ul>
<b>10.</b>	<b>DATE OF NEXT MEETING</b>
	<p>The date of the next meeting will be 13<sup>th</sup> April 2023.</p> <p>There being no further business, the meeting closed at 20:40 hrs.</p>



## **Manager's Report 1<sup>st</sup> March 2023**

### **Admin Team**

**Yearly invoicing** is now completed.

**Xero** the transition to xero accounting software has started. Streets have attended again to assist.

### **Grounds Team**

**Trackers** are now being fitted to the grounds vehicles, this will ensure we are able to locate lone workers if required, there are many other benefits to tracking our ground vehicles the initial outlay is less than £150 and the cost per vehicle per month will be £3.99 including VAT.

**Avensure** have been consulted and have made an amendment to the Company Handbook to cover vehicle tracking.

### **The Centre**

**Car park lights** are still not connected and this is being chased with Tilia

**Sunshade.** SKDC have sent letters to nearby residents regarding our planning application.

**New Volunteer Group** have held their first event Sat 25<sup>th</sup> February. Approx. 80 people attended the Quiz night.

They are now planning an event for Easter and a fashion show

**Wednesday Drop in** will be getting a visit from Lincs Police Fraud Reduction department on Wednesday 22<sup>nd</sup> March, they will be giving a presentation regarding National Trading Standards 'Friends against scams scheme'

### **AGP**

Foul and Surface drainage is still causing a problem, two Portaloos have been hired as blockages of the drainage keep occurring sporadically. Two days of hire have been lost at the beginning of February due the drainage issue.

We have now employed the services of a chartered engineer to investigate the problem his initial report will be charged at £600.

**Operational Trust Budget**



Item	2022/2023 Spend Budget	Year to date Budget 01/04/2022 - 31/01/2023	Year to Date Expenditure 01/04/2022 - 31/01/2023	Year to date Variance + / -	Remaining Budget 01/02/2023 - 31/03/2023	November 22 Budget	November 22 Expenditure	Variance + / -	December 22 Budget	December 22 Expenditure	Variance + / -	January 23 Budget	January 23 Expenditure	Variance + / -	Notes
Office Staff Salaries	91,286.06	75,846.87	78,003.14	-2,156.27	15,439.19	7,719.59	9,059.17	-1,339.58	7,719.59	8,404.18	-684.59	7,719.59	8,404.18	-684.59	
Employers NI & Pension	9,601.16	7,534.16	8,315.71	-781.55	2,067.00	766.82	828.15	-61.33	766.82	990.85	-224.03	766.82	944.17	-177.35	
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	1,500.00	2,185.00	-685.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	1,042.00	-692.00	Xero training from Streets
Recruitment & Other Staffing Costs	250.00	250.00	4,492.22	-4,242.22	0.00	0.00	0.00	0.00	0.00	413.19	-413.19	0.00	413.19	-413.19	Avensure not originally budgeted for
Workwear & PPE	750.00	340.00	335.50	4.50	410.00	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.00	
Franking	2,600.00	1,500.00	1,499.88	0.12	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	400.00	0.00	
Office Stationery	3,213.00	1,490.00	1,437.94	52.06	1,723.00	230.00	225.36	4.64	0.00	0.00	0.00	400.00	358.82	41.18	
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	1,606.50	2,046.77	-440.27	0.00	1,080.00	1,078.79	1.21	0.00	0.00	0.00	176.50	642.33	-465.83	
Website, IT and Software	3,748.50	3,748.50	3,269.20	479.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	148.50	261.60	-113.10	
Membership & Subscriptions	510.00	170.00	160.47	9.53	340.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	40.88	9.12	
Donations	1,000.00	1,000.00	2,250.00	-1,250.00	0.00	950.00	2,200.00	-1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	
Audit and Accountancy Fees	5,500.00	5,500.00	6,771.00	-1,271.00	0.00	0.00	396.00	-396.00	0.00	0.00	0.00	0.00	480.00	-480.00	Corporation Tax filing fee from Streets
Legal Fees	2,142.00	2,142.00	3,240.00	-1,098.00	0.00	0.00	480.00	-480.00	0.00	0.00	0.00	0.00	360.00	-360.00	Deed of Variances work by Roythornes
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	0.00	0.00	0.00	
Insurance	5,200.00	5,200.00	7,221.22	-2,021.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.00	
Miscellaneous Expenditure	1,606.50	1,415.00	1,401.57	13.43	191.50	510.00	510.75	-0.75	600.00	599.00	1.00	0.00	-7.62	7.62	Adjustment in AGP kitchen supplies
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	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	7,500.00	7,767.26	-267.26	0.00	0.00	0.00	0.00	60.00	0.00	60.00	0.00	347.53	-347.53	
Charges (card machine & bank)	6,000.00	3,685.00	3,681.77	3.23	2,315.00	390.00	387.72	2.28	470.00	469.94	0.06	360.00	361.02	-1.02	
Proportioned Centre Costs	6,632.55	5,741.26	6,206.45	-465.19	891.29	975.38	1,172.47	-197.09	526.70	734.33	-207.62	300.85	496.52	-195.67	
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	24,327.97	61,357.57	-37,029.60	3,782.07	1,956.60	51,706.44	-49,749.84	1,170.27	2,085.54	-915.27	1,175.12	722.75	452.37	
Contribution to the AGP	18,458.46	-2,761.04	8,601.58	-11,362.62	21,219.50	-1,110.23	-2,413.49	1,303.25	-2,025.23	2,102.75	-4,127.99	334.40	-65.92	400.31	
<b>Trust Totals</b>	<b>333,402.31</b>	<b>148,046.22</b>	<b>210,540.07</b>	<b>-62,493.85</b>	<b>164,136.59</b>	<b>13,468.15</b>	<b>65,631.37</b>	<b>-52,163.22</b>	<b>9,288.15</b>	<b>15,799.78</b>	<b>-6,511.63</b>	<b>12,181.78</b>	<b>15,201.16</b>	<b>-3,019.38</b>	

**AGP Budget**

Salaries	30,044.67	24,963.23	32,079.48	-7,116.25	5,081.45	2,540.72	4,195.66	-1,654.94	2,540.72	3,896.77	-1,356.05	2,540.72	3,877.38	-1,336.65	
Employers NI & Pension	1,713.78	1,522.38	2,495.33	-972.94	191.40	154.04	266.58	-112.54	154.04	364.97	-210.93	154.04	383.00	-228.96	
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	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Maintenance	3,000.00	3,000.00	3,111.53	-111.53	0.00	550.00	553.57	-3.57	0.00	0.00	0.00	339.63	447.59	-107.96	
AGP Electricity	9,600.00	2,880.00	2,326.59	553.41	6,720.00	0.00	0.00	0.00	0.00	0.00	0.00	2,660.00	2,657.01	2.99	
AGP Gas	2,500.00	1,770.00	1,772.28	-2.28	730.00	210.00	210.08	-0.08	150.00	148.75	1.25	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	0.00	0.00	0.00	
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	0.00	0.00	0.00	
AGP Kitchen Supplies	1,000.00	235.00	228.23	6.77	765.00	40.00	34.14	5.86	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Communications & Software	1,500.00	1,500.00	1,581.63	-81.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00	187.08	-77.08	
AGP Health & Safety	1,000.00	1,000.00	2,419.06	-1,419.06	0.00	155.00	151.96	3.04	630.00	2,062.20	-1,432.20	0.00	0.00	0.00	
AGP Miscellaneous	3,000.00	1,877.35	1,870.22	7.13	1,122.65	800.00	796.57	3.43	0.00	0.00	0.00	30.00	29.60	0.40	
<b>AGP Totals</b>	<b>65,758.46</b>	<b>40,783.96</b>	<b>49,918.73</b>	<b>-9,134.77</b>	<b>24,974.50</b>	<b>4,449.77</b>	<b>6,208.56</b>	<b>-1,758.80</b>	<b>3,474.77</b>	<b>6,472.69</b>	<b>-2,997.93</b>	<b>5,834.40</b>	<b>7,581.65</b>	<b>-1,747.26</b>	

**Operational Groundsman Budget**

Salaries	45,206.80	36,729.88	34,518.30	2,211.58	8,476.92	4,238.46	3,751.50	486.95	4,238.46	3,482.86	755.59	4,238.46	3,550.61	687.85
Employers NI	2,889.37	3,486.52	3,754.28	-267.77	-597.14	395.10	425.94	-30.84	395.10	419.31	-24.21	395.10	431.36	-36.26
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	12,510.38	-7,510.38	0.00	0.00	595.92	-595.92	0.00	-2,765.45	2,765.45	0.00	7,903.69	-7,903.69
New equipment and tools	4,000.00	1,680.00	172.90	1,507.10	2,320.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Expenditure	4,000.00	1,680.00	6,038.12	-4,358.12	2,320.00	10.00	10.96	-0.96	50.00	45.57	4.43	0.00	589.09	-589.09
Ditch & Dyke Maintenance, Fence repairs and replacements	35,950.00	22,700.00	23,999.73	-1,299.73	13,250.00	340.00	336.23	3.77	2,820.00	2,820.00	0.00	0.00	1,332.00	-1,332.00
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	8,300.00	8,283.03	16.97	1,700.00	200.00	200.00	-0.00	1,210.00	1,207.80	2.20	0.00	0.00	0.00
Waste collection (waste bins around the development)	1,500.00	1,190.00	1,689.98	-499.98	310.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	506.99	-506.99
Fuel, Oil and Water	2,000.00	2,000.00	3,344.67	-1,344.67	0.00	0.00	204.38	-204.38	0.00	202.77	-202.77	0.00	101.59	-101.59
Vehicle Insurance	3,500.00	140.00	538.39	-398.39	3,360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	391.36	-391.36
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	0.00	0.00	0.00	0.00	0.00	0.00
<b>Groundsman Totals</b>	<b>126,296.17</b>	<b>84,318.40</b>	<b>96,265.18</b>	<b>-11,946.79</b>	<b>41,977.77</b>	<b>5,183.56</b>	<b>5,524.93</b>	<b>-341.38</b>	<b>8,713.56</b>	<b>5,412.87</b>	<b>3,300.69</b>	<b>4,633.56</b>	<b>14,806.69</b>	<b>-10,173.13</b>

**Operational The Centre Budget**

Staff salaries	16,134.86	13,365.76	10,910.53	2,455.24	2,769.10	1,384.55	900.45	484.10	1,384.55	821.50	563.05	1,384.55	821.50	563.05
Employers NI & Pension	1,157.73	987.47	885.12	102.35	170.26	97.42	69.19	28.23	97.42	48.52	48.91	97.42	83.53	13.90
PRS & Licenses	1,750.00	1,660.00	1,661.32	-1.32	90.00	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	10,000.00	67,028.16	-57,028.16	0.00	0.00	52,280.28	-52,280.28	0.00	2,220.34	-2,220.34	0.00	59.87	-59.87
Business Rates	6,300.00	5,270.00	5,248.70	21.30	1,030.00	530.00	524.87	5.13	530.00	524.87	5.13	525.00	524.87	0.13
Water	1,000.00	555.00	548.21	6.79	445.00	0.00	0.00	0.00	50.00	47.63	2.37	0.00	0.00	0.00
Electricity	1,200.00	1,200.00	1,383.90	-183.90	0.00	750.00	743.30	6.70	165.00	361.26	-196.26	0.00	0.00	0.00
Gas	2,000.00	1,010.00	1,192.12	-182.12	990.00	500.00	481.23	18.77	470.00	466.19	3.81	0.00	0.00	0.00
Waste Collection	800.00	721.00	717.15	3.86	79.00	0.00	-0.00	0.00	0.00	-0.00	0.00	169.00	169.00	0.00
Cleaning	4,000.00	4,000.00	5,226.99	-1,226.99	0.00	470.00	955.26	-485.26	0.00	294.00	-294.00	0.00	451.50	-451.50
Proportioned Centre Costs (income)	-6,632.55	-5,741.26	-6,206.45	465.19	-891.29	-975.38	-1,172.47	197.09	-526.70	-734.33	207.62	-300.85	-496.52	195.67
<b>Centre Totals</b>	<b>38,110.04</b>	<b>33,027.97</b>	<b>88,595.75</b>	<b>-55,567.78</b>	<b>5,082.07</b>	<b>2,756.60</b>	<b>54,782.11</b>	<b>-52,025.51</b>	<b>2,170.27</b>	<b>4,049.98</b>	<b>-1,879.71</b>	<b>1,875.12</b>	<b>1,613.75</b>	<b>261.37</b>
<b>Combined Expenditure Totals</b>	<b>563,566.98</b>	<b>306,176.55</b>	<b>445,319.73</b>	<b>-139,143.18</b>	<b>236,170.94</b>	<b>25,858.07</b>	<b>132,146.97</b>	<b>-106,288.91</b>	<b>23,646.74</b>	<b>31,735.32</b>	<b>-8,088.59</b>	<b>24,524.85</b>	<b>39,203.25</b>	<b>-14,678.40</b>



Income 2019/2020

		2022/2023 Income Budget	Year to date Budget 01/04/2022 - 31/01/2023	Year to Date Income 01/02/2023 - 31/10/2022	Year to date Variance + / -	Remaining Budget 01/02/2023 - 31/03/2023	November 22 Budget	November 22 Income	Variance + / -	December 22 Budget	December 22 Income	Variance + / -	January 23 Budget	January 23 Income	Variance + / -	Notes
The Trust income																
Annual charge	a	-608,303.20	-612,893.07	-628,539.30	15,646.23	4,589.87	-1,273.67	-2,008.34	734.67	-1,018.93	-282.24	-736.69	-764.20	-6,937.24	6,173.04	
Administration fees	b	-22,000.00	-19,270.00	-30,402.17	11,132.17	-2,730.00	-2,000.00	-2,900.00	900.00	-2,000.00	-1,200.00	-800.00	-1,200.00	-7,702.17	6,502.17	
Interest earned	c	-1,000.00	-30.00	-24.61	-5.39	-970.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other	d	-1,000.00	-1,000.00	-1,167.05	167.05	0.00	-550.00	-707.05	157.05	0.00	-5.00	5.00	0.00	-5.00	5.00	
The Trust Total income NET		-632,303.20	-633,193.07	-660,133.13	26,940.06	889.87	-3,823.67	-5,615.39	1,791.72	-3,018.93	-1,487.24	-1,531.69	-1,964.20	-14,644.41	12,680.21	

AGP Income																
Football pitch bookings	e	-43,300.00	-42,360.00	-40,180.85	-2,179.15	-940.00	-5,500.00	-8,562.40	3,062.40	-5,500.00	-4,369.94	-1,130.06	-5,500.00	-7,647.57	2,147.57	Pitch booking exceeded budget
Pavilion lettings	f	-3,000.00	-985.00	-936.30	-48.70	-2,015.00	-60.00	-59.65	-0.35	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		0.00		0.00	0.00	0.00	0.00	0.00	0.00	
Trust subsidy		-43,958.46	2,761.04	-8,601.58	11,362.62	-46,719.50	1,110.23	2,413.49	-1,303.25	2,025.23	-2,102.75	4,127.99	-334.40	65.92	-400.31	
The AGP Total income NET		-90,758.46	-40,783.96	-49,918.73	9,134.77	-49,974.50	-4,449.77	-6,208.56	1,758.80	-3,474.77	-6,472.69	2,997.93	-5,834.40	-7,581.65	1,747.26	

The Centre Income																
Avalon Bookings	g	-10,000.00	-8,700.00	-27,238.18	18,538.18	-1,300.00	-800.00	-3,075.67	2,275.67	-1,000.00	-1,964.44	964.44	-700.00	-891.00	191.00	
Trust Subsidy		-28,110.04	-24,327.97	-61,357.57	37,029.60	-3,782.07	-1,956.60	-51,706.44	49,749.84	-1,170.27	-2,085.54	915.27	-1,175.12	-722.75	-452.37	
The Centre Total income NET		-38,110.04	-33,027.97	-88,595.75	55,567.78	-5,082.07	-2,756.60	-54,782.11	52,025.51	-2,170.27	-4,049.98	1,879.71	-1,875.12	-1,613.75	-261.37	

Total Income		-761,171.70	-707,005.00	-798,647.61	91,642.61	-54,166.70	-11,030.03	-66,606.06	55,576.03	-8,663.97	-12,009.92	3,345.95	-9,673.72	-23,839.81	14,166.09	
Total Net Budget		-197,604.72	-400,828.45	-353,327.88	-47,500.57	182,004.23	14,828.04	65,540.91	-50,712.87	14,982.77	19,725.41	-4,742.64	14,851.13	15,363.44	-512.31	

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## **FDO Update 2<sup>nd</sup> March 2023**

I am pleased to announce that the AGP Trek boards (new requirements to help contain the rubber crumb), around the bottom of the spectator side of the pitch and the 2-metre extra height netting is now finished, with very positive reactions from players.

Thanks must be passed on to Asif for all his hard work working for an effect lighting schedule for the AGP floodlights that will give us better options to control and save money in the future.

The first Referees course run by the FA last month at the pavilion and pitch. It was a great success and talks with the FA indicate that the AGP will continue to bring a more localised options for further FA courses in the next season.

The AGP will be holding an over 50s and 60s Lincs county squad 11 v 11 matches, against the Wales National Squad on Saturday April 15<sup>th</sup> and once a suitable programme has been confirmed, the AGP will be the new Lincs County South Home pitch for all future over 50s and 60s fixtures.

This will be followed by the FA Walking Football League Tournament on April the 19th, with over 80+ players from all over the area.

The last two Fridays has hosted the first women's only Walking Football training days, which will be developed further with the help of members from Stamford Strollers and with FA support including new advertising and promotions.

**Wayne McPherson**  
Football Development Officer

## Tilia Homes Limited – Elsea Park Development Update 1/3/2023

### - Legacy Road adoptions –

Zone 2 roads highlighted in yellow on the plan below were adopted on the 23<sup>rd</sup> January 2023 and are no longer the responsibility of Tilia Homes Limited (Tilia). Any issues need directing to Lincolnshire County Council going forward.



Zone 1, 3 and 4a roads (Highlighted in green in the plan above) were inspected on the 13<sup>th</sup> January 2023 by Lincolnshire Highways department. Tilia had a meeting with Lincolnshire Highways on the 9<sup>th</sup> February 2023 regarding the project. Zones 1 and 3 roads adoption works have been instructed by Tilia and we are awaiting a program of works, which will be communicated through the Trust to residents.

Once these works on Zones 1 and 3 are complete, Lincolnshire Highways will re-inspect, and these roads will automatically be adopted. Tilia are still targeting this work to be completed April 2023.

Tilia are waiting on the program for the works to Zone 4a. It is likely this work will be carried out before the Zone 5 works to minimize disturbance.

The Zone 5 roads in light blue in the plan above, Tilia have received the final draft of the program and is currently being reviewed, before consulting with interested parties. Once all parties are satisfied with the program, this will be agreed and communicated through the Trust to residents.

- **Zone 5 (6) play area** – Tilia’s contractors are targeting to complete the installation of the connecting footpaths to the play area and lowering manholes in the play area the w/c 6/3/2023. Due to trespassers and vandalism, further seeding works will be required to the play area, as well as re-installing the signage. This will hold up the opening of the play area to the public. We hope to have it opened in April 2023. This is dependent on weather and if trespassers stop entering the play area and causing damage.

- **Landscaping around Zone 5 (6)** – The large open space area is currently being treated so that the area can be more easily rotovated, levelled and seeded. It is likely that the area will be closed off for a period of time. Weather dependent the grass should have established by the end of April/May 2023 for the public to use this area.
- **Zone 5 (6) LAP and landscaping (Old Compound)** – Tilia have had issues with the instructed contractors and are now seeking alternative options to complete the works. Tilia are still awaiting an update on this matter and apologise for the delay.
- **Zone 9 play area** – Following a meeting on the 31<sup>st</sup> January 2023 regarding the completion of Zone 9. Tilia are unable to open the play area until the footpaths on the public open spaces and attenuation pond setting out is completed due to health and safety reasons. Tilia will target to have the play area open by May 2023
- **Zone 9 completion** - Following a meeting on the 31<sup>st</sup> January 2023 regarding the completion of Zone 9. Tilia are targeting to have all the public open spaces completed by May 2023 for inspection by the Trust. The adoptable roads are targeted to be completed by June 2023 and onto maintenance with Lincolnshire County Council by August 2023. The adoptable drainage is also targeted to be onto maintenance by August 2023.
- **Footpath on Linear park/Linear Park** – Tilia are awaiting planning approval of this area. Once approved, Tilia will hopefully be able to provide a timeframe for completion. Please appreciate any works to this area will require seeding and then time to establish.
- **Orgrey pond** – The handrails to the footbridge have been installed and they are awaiting the contractor to provide dates to do further works to the bridge, which are targeted for March 2023. Tilia still have some remaining clearance works to a small area of ditching and some soft landscaping to complete. This will be carried out once the ditch works on the bypass are completed.
- **Legacy land transfer** – Tilia and the Trust had a meeting on the 12<sup>th</sup> 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 legal documents and agreement for all parties to sign. Unfortunately, the target date of the end of the year was not met and Tilia are now prioritising bringing this matter to close in the next three months.
- **Ditch works** – The contractors are currently on site and targeting to have all the trees removed from the ditches by the week ending the 3<sup>rd</sup> March 2023. All works are being completed following guidance from the RSPB. The clearance and tidying up of the ditches will take place after and we target this to be completed by the end of March 2023. These ditches will then be handed over to the Trust once all works are completed to a satisfactory standard.
- **Bourne Community Centre parcel** – The adoption works to the roads and drainage are targeted to be completed in March 2023. Tilia are targeting inspections to go onto maintenance with the adopting authorities by April/May 2023. The landscaped areas will be seeded in March 2023.