

## Elsa Park Community Trust Board Meeting Minutes Thursday 1<sup>st</sup> June 2023

<b>Present:</b>	Michael Marren	MM	Owner Director (Vice Chair)
	Anna Machnik	AMac	Owner Director
	Peggy Kent	PK	Resident Director
	Asif Mahmood	Amah	Owner Director
	Gary Thomas	GT	Owner Director
	Simon Temporal	ST	Tilia Homes Representative
<b>In Attendance:</b>	Graeme Parrott	GP	Trust Manager
	Barry Cook	BC	Company Secretary
	Bea Laidler	BL	Finance and Admin Officer
<b>1.</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>		
	1.1 Apologies were received from Jono Brough and Paul Fellows.		
	1.2 MM 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 JB has contacted the school and they are currently determining if there is someone willing and able to take on this commitment. JB stated that the invite will remain open should a volunteer not come forward.	JB	<input checked="" type="checkbox"/>
	2023/2024 Budget This is now complete and BL will send a copy to all directors for approval.	BL	<input checked="" type="checkbox"/>
	PCSO Funding GP has received no response other than another holding email so the Board have unanimously agreed not to proceed further.	GP	<input checked="" type="checkbox"/>
	AGP Drain Survey GP has received the results of the two surveys carried out and sent to the Chartered Engineer who will respond to GP upon his return from annual leave.	GP	<input type="checkbox"/>
	SKDC Representative In the absence of PF, this item has been left open although BC said he would contact the BTC Town Clerk.	PF/BC	<input type="checkbox"/>

<b>4.</b>	<b>MANAGEMENT REPORT</b>
	<p>GP sent the Management report to the directors ahead of the meeting and asked if there are any questions:</p> <p>4.1.1 ST asked if GP could elaborate on the fire audit.</p> <p>4.1.2 GP explained that overall, The Trust is compliant in most areas however, there are two minor areas of non-compliance:</p> <ul style="list-style-type: none"> <li>a. unnecessary items in the boiler room.</li> <li>b. certification could not be found to show the hall curtains are compliant with fire regs. GP said he has plans to rectify this issue and is looking at the costs,</li> </ul> <p>4.2. GP referred to an email sent to ST regarding the CCTV and columns for Jubilee Green. He said that the cameras are in stock and hopefully should be fitted in July.</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 that the Yearly Payment variance is because BL has budgeted for the full year in April whereas the new accounting system produces monthly invoices for direct debits therefore will adjust the budget to reflect this.</p> <p>5.3 BL gave a brief explanation on how the budgeted figures were calculated and will send a copy of the budget along with a narrative to all directors for their comments and approval.</p> <p>5.4 BL informed the Board that the auditors are due to inspect the 2022/2023 accounts later this month.</p>
<b>6.</b>	<b>AGP</b>
	<p>6.1 GP is currently in talks with two potential football academies, one of which is concerned that there is no room for two academies, but GP explained that The Trust are only renting out the space.</p> <p>6.2 Eight tons of rubber crumb was spread on the pitch which is required bi-annually.</p> <p>6.3 The pitch hire costs will rise at the start of the new football season, which some clubs are expecting the increase.</p> <p>6.4 BC is checking Land Registry to ensure the AGP land is officially showing as owned by The Trust. The status is showing 'In Progress'.</p> <p>6.5 As part of his responsibilities, BC will make an appeal to the Valuation Office to remove the pumping station from the rating assessment. <b>Action: BC</b></p> <p>6.6 Once the Land Registry confirms ownership of the AGP land, BC will submit the final application for the grant funding from the Football Foundation.</p>
<b>7.</b>	<b>DEVELOPER REPRESENTATIVE REPORT</b>
	<p>7.1 ST presented his report verbally.</p> <p>7.2 The remedial work carried out on roads in phases 1 and 3 have been completed although the lighting columns are still to be checked.</p> <p>7.3 358 notices were hand delivered to residents in Phase 5 informing them of the road works to be carried out on Haydock Park Drive and Newton Abbot Way by Phoenix commencing 12<sup>th</sup> June 2023 with a target completion date of February 2024.</p>

	<p>7.4.1 JB would like to see the new play park in Zone 5 open however, ST feels it should remain closed until CCTV camera have been installed.</p> <p>7.4.2 BC made a suggestion of hiring a CCTV container until the columns and cameras have been installed.</p> <p>7.4.3 PK pointed out that the skate park has opened in Bourne which should cut down the amount of vandalism.</p> <p>7.5 Zone 9</p> <p>7.5.1 Ogrey Pond requires reseeding.</p> <p>7.5.2 ST, GP and LG walked along the ditches and discussed handover.</p> <p>7.6 The results from the Centre parcel road test have only just been received by Tilia and any remedial work is hoped to be carried out and completed by July 2023.</p>
<b>8.</b>	<b>DIRECTORS ITEMS</b>
	8.1 There were no Director's items.
<b>9.</b>	<b>ANY OTHER BUSINESS</b>
	<p>9.1 PK updated the Board on the Extravaganza.</p> <p>9.1.1 The Events team are prepared and will be operating the bar.</p> <p>9.2.1 The lady running the refreshments stall will be giving a percentage of her takings to the EPCT nominated charity.</p> <p>9.3.1 Residents will be able to book food online and there will be a two-week window to do so.</p>
<b>10.</b>	<b>DATE OF NEXT MEETING</b>
	<p>The date of the next meeting will be 6<sup>th</sup> July 2023.</p> <p>There being no further business, the meeting closed at 18:50 hrs.</p>