



AGENDA
Elsea Park Community Trust Board Meeting

Thursday 1st June 2023 – 18:00

Venue: Meeting Room, The Centre @ Elsea Park

Time	Item	
18:00	1 Welcome and Apologies	MM
18:05	2 Actions from the previous meeting 11th May 2023	All
18:10	3 Management Report	GP
18:20	4 Finance Report	BL
	4a 2023/2024 Budget	BL
18:30	5 AGP	GP/BC
18:40	6 Developer Representative Report	ST
18:50	7 Directors Items	All
19:05	8 Any Other Business	All
19:20	9 Date of the next meeting: Thursday 6th July 2023	All

Elsa Park Community Trust Board Meeting Minutes Thursday 1st June 2023

Present:	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
In Attendance:	Graeme Parrott	GP	Trust Manager
	Barry Cook	BC	Company Secretary
	Bea Laidler	BL	Finance and Admin Officer
1.	WELCOME AND APOLOGIES FOR ABSENCE		
	1.1 Apologies were received from Jono Brough and Paul Fellows.		
	1.2 MM 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
	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"/>

4.	MANAGEMENT REPORT
	<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"> a. unnecessary items in the boiler room. 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, <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>
5.	FINANCE REPORT
	<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>
6.	AGP
	<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. Action: BC</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>
7.	DEVELOPER REPRESENTATIVE REPORT
	<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 12th 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>
8.	DIRECTORS ITEMS
	8.1 There were no Director's items.
9.	ANY OTHER BUSINESS
	<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>
10.	DATE OF NEXT MEETING
	<p>The date of the next meeting will be 6th July 2023.</p> <p>There being no further business, the meeting closed at 18:50 hrs.</p>



Manager's Report 1st June 2023

Grounds

New to the Team, The new Assistant Grounds Person will commence her employment with The Trust on Monday 12th June.

Damage to Trees. The trees damaged during the Bank Holiday weekend will be replaced once we get into the Autumn planting season.

CCTV Columns. The Columns for Jubilee play park CCTV have been ordered there is a 10 week lead time so we are not expecting to have the CCTV up and running until mid-August at the earliest

The Centre

CCTV System. In preparation for the Jubilee Play Park CCTV cameras, an upgrade of the system installed at the centre has commenced to allow compatibility with the two systems.

Fire Safety Audit. Lincs Fire and Rescue have recently carried out an audit check of the Centre and Workshop, the reports indicate that the areas inspected appeared to broadly comply with current requirements.

Sun Canopy. Work commences 12th June to install the sun canopy on the patio.

AGP

Drain Survey. The two surveys on the drains are now complete, a full report should be with The Trust in the next couple of weeks but an initial review of the information provided by the survey has confirmed faults with the installed drains.

Operational Trust Budget



Item	2023/2024 Spend Budget	Year to date Budget 01/04/2023 - 31/03/2024	Year to Date Expenditure 01/04/2023 - 31/03/2024	Year to date Variance + / -	Remaining Budget	April 23 Budget	April 23 Expenditure	Variance + / -	Notes
Office Staff Salaries	99,800.00	8,924.62	8,924.62	0.00	90,875.38	8,924.62	8,924.62	0.00	
Employers NI & Pension	11,400.00	985.79	1,018.00	-32.21	10,414.21	985.79	1,018.00	-32.21	
Staff Training	4,500.00	1,200.00	1,218.00	-18.00	3,300.00	1,200.00	1,218.00	-18.00	
Recruitment & Other Staffing Costs	7,700.00	480.00	473.19	6.81	7,220.00	480.00	473.19	6.81	
Workwear & PPE	1,100.00	0.00	0.00	0.00	1,100.00	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	
Franking	1,800.00	250.00	253.00	-3.00	1,550.00	250.00	253.00	-3.00	
Office Stationery	2,700.00	300.00	297.03	2.97	2,400.00	300.00	297.03	2.97	
Travel & Subsistence	150.00	0.00	0.00	0.00	150.00	0.00	0.00	0.00	
Telephone/Mobile and Broadband	3,800.00	85.00	85.15	-0.15	3,715.00	85.00	85.15	-0.15	
Website, IT and Software	3,400.00	0.00	-1,118.35	1,118.35	3,400.00	0.00	-1,118.35	1,118.35	Refund from SAGE
Membership & Subscriptions	200.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	
Donations	3,400.00	0.00	0.00	0.00	3,400.00	0.00	0.00	0.00	
Audit and Accountancy Fees	7,500.00	0.00	0.00	0.00	7,500.00	0.00	0.00	0.00	
Legal Fees	3,700.00	0.00	0.00	0.00	3,700.00	0.00	0.00	0.00	
Professional Fees & Land Registry	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	
Insurance	8,500.00	0.00	0.00	0.00	8,500.00	0.00	0.00	0.00	
Office Equipment	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	
Miscellaneous Expenditure	3,000.00	250.00	244.80	5.20	2,750.00	250.00	244.80	5.20	
Bird boxes	400.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	
Trust Community Grants	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	
Community Training	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	
Anniversary Weekend & Christmas party	5,000.00	175.00	174.25	0.75	4,825.00	175.00	174.25	0.75	
Charges (card machine & bank)	7,000.00	860.00	863.24	-3.24	6,140.00	860.00	863.24	-3.24	
Proportioned Centre Costs	12,300.56	740.00	743.61	-3.61	11,560.56	740.00	743.61	-3.61	
Depreciation allowance	46,000.00	0.00	0.00	0.00	46,000.00	0.00	0.00	0.00	
AGP Depreciation	74,000.00	0.00	0.00	0.00	74,000.00	0.00	0.00	0.00	
Contribution to The Centre	27,374.44	160.00	161.16	-1.16	27,214.44	160.00	161.16	-1.16	
Contribution to the AGP	34,600.00	-3,042.85	-3,157.72	114.87	37,642.85	-3,042.85	-3,157.72	114.87	
Trust Totals	374,825.00	11,367.56	10,179.98	1,187.58	325,814.59	11,367.56	10,179.98	1,187.58	

AGP Budget

Salaries	32,000.00	3,207.74	3,215.60	-7.86	28,792.26	3,207.74	3,215.60	-7.86	
Employers NI & Pension	3,560.00	304.41	304.41	0.00	3,255.59	304.41	304.41	0.00	
AGP Business Rates	6,860.00	140.00	140.84	-0.84	6,720.00	140.00	140.84	-0.84	
AGP Water Rates	3,500.00	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	
AGP Maintenance	4,000.00	190.00	186.98	3.02	3,810.00	190.00	186.98	3.02	
AGP Electricity	9,600.00	0.00	0.00	0.00	9,600.00	0.00	0.00	0.00	
AGP Gas	1,500.00	170.00	165.34	4.66	1,330.00	170.00	165.34	4.66	
AGP Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	
AGP Cleaning/Materials	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	
AGP Communications & Software	1,750.00	0.00	0.00	0.00	1,750.00	0.00	0.00	0.00	
AGP Health & Safety	2,700.00	0.00	0.00	0.00	2,700.00	0.00	0.00	0.00	
AGP Miscellaneous	3,500.00	445.00	445.28	-0.28	3,055.00	445.00	445.28	-0.28	
AGP Totals	72,970.00	4,457.15	4,458.45	-1.30	68,512.85	4,457.15	4,458.45	-1.30	

Operational Groundsman Budget

Salaries		68,200.00	4,181.82	4,331.13	-149.31	64,018.18	4,181.82	4,331.13	-149.31
Employers NI		8,500.00	538.93	538.93	0.00	7,961.07	538.93	538.93	0.00
Equipment Hire	34	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00
Repairs and Renewals	35	6,100.00	0.00	0.00	0.00	6,100.00	0.00	0.00	0.00
New equipment and tools	36	5,000.00	460.00	462.71	-2.71	4,540.00	460.00	462.71	-2.71
Miscellaneous Expenditure	37	7,500.00	215.00	212.00	3.00	7,285.00	215.00	212.00	3.00
Ditch & Dyke Maintenance, Fence repairs and replacements	38	24,500.00	0.00	0.00	0.00	24,500.00	0.00	0.00	0.00
Arboricultural Survey & Tree maintenance	39	7,275.00	220.00	220.00	0.00	7,055.00	220.00	220.00	0.00
Landscaping Projects (New works)	40	50,000.00	1,500.00	1,479.00	21.00	48,500.00	1,500.00	1,479.00	21.00
Fuel, Oil and Water	41	4,500.00	540.00	542.70	-2.70	3,960.00	540.00	542.70	-2.70
Vehicle Insurance	42	2,000.00	170.00	168.00	2.00	1,830.00	170.00	168.00	2.00
Vehicle repairs & MOT	43	2,000.00	30.00	32.29	-2.29	1,970.00	30.00	32.29	-2.29
Play ground inspection	44	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00
Groundsman Totals		187,575.00	7,855.75	7,986.76	-131.01	179,719.25	7,855.75	7,986.76	-131.01

Operational The Centre Budget

Staff salaries		11,400.00	967.48	778.55	188.93	10,432.52	967.48	778.55	188.93
Employers NI & Pension		1,000.00	84.94	88.42	-3.48	915.06	84.94	88.42	-3.48
PRS & Licenses	45	2,500.00	160.00	159.00	1.00	2,340.00	160.00	159.00	1.00
Advertising, Communications & Printing	46	400.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00
The Centre repairs, renewals & maintenance	47	35,000.00	220.00	218.26	1.74	34,780.00	220.00	218.26	1.74
Business Rates	48	12,725.00	250.00	251.37	-1.37	12,475.00	250.00	251.37	-1.37
Water	49	1,000.00	80.00	76.22	3.78	920.00	80.00	76.22	3.78
Electricity	50	1,650.00	84.00	83.59	0.41	1,566.00	84.00	83.59	0.41
Gas	51	1,300.00	650.00	655.02	-5.02	650.00	650.00	655.02	-5.02
Waste Collection	52	4,200.00	240.00	238.33	1.67	3,960.00	240.00	238.33	1.67
Cleaning	53	7,500.00	410.00	410.83	-0.83	7,090.00	410.00	410.83	-0.83
Miscellaneous Centre expenditure	54	1,000.00	90.00	90.62	-0.62	910.00	90.00	90.62	-0.62
Proportioned Centre Costs (income)		-12,300.56	-740.00	-743.61	3.61	-11,560.56	-740.00	-743.61	3.61
Centre Totals		67,374.44	2,496.43	2,306.60	189.82	64,878.01	2,496.43	2,306.60	189.82

Combined Expenditure Totals		702,744.44	26,176.88	24,931.79	1,245.09	638,924.70	26,176.88	24,931.79	1,245.09
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Income 2019/2020

		2023/2024 Income Budget	Year to date Budget 01/04/2023 - 31/03/2024	Year to Date Income 01/04/2023 - 31/03/2024	Year to date Variance + / -	Remaining Budget 01/03/2024 - 31/03/2024	April 23 Budget	April 23 Income	Variance + / -	Notes
The Trust income										
Annual charge	a	-582,700.00	-562,886.31	-356,341.47	-206,544.84	-19,813.69	-562,886.31	-356,341.47	-206,544.84	
Administration fees	b	-24,000.00	-2,000.00	-200.00	-1,800.00	-22,000.00	-2,000.00	-200.00	-1,800.00	
Interest earned	c	-21,000.00	0.00	-4.58	4.58	-21,000.00	0.00	-4.58	4.58	
Other	d	-1,000.00	0.00	0.00	0.00	-1,000.00	0.00	0.00	0.00	
The Trust Total income NET		-628,700.00	-564,886.31	-356,546.05	-208,340.26	-63,813.69	-564,886.31	-356,546.05	-208,340.26	

AGP Income										
Football pitch bookings	e	-61,000.00	-7,500.00	-7,629.08	129.08	-53,500.00	-7,500.00	-7,629.08	129.08	
Pavilion lettings	f	-1,870.00	0.00	12.91	-12.91	-1,870.00	0.00	12.91	-12.91	
Other income	g	-500.00	0.00	0.00	0.00	-500.00	0.00	0.00	0.00	
Trust subsidy		-34,600.00	3,042.85	3,157.72	-114.87	-37,642.85	3,042.85	3,157.72	-114.87	
The AGP Total income NET		-97,970.00	-4,457.15	-4,458.45	1.30	-93,512.85	-4,457.15	-4,458.45	1.30	

The Centre Income										
Avalon Bookings	h	-40,000.00	-3,000.00	-2,145.44	-854.56	-37,000.00	-3,000.00	-2,145.44	-854.56	
Trust Subsidy		-27,374.44	503.57	-161.16	664.74	-27,878.01	503.57	-161.16	664.74	
The Centre Total income NET		-67,374.44	-2,496.43	-2,306.60	-189.82	-64,878.01	-2,496.43	-2,306.60	-189.82	

Total Income		-794,044.44	-571,839.89	-363,311.10	-208,528.78	-222,204.55	-571,839.89	-363,311.10	-208,528.78	
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Total Net Budget		-91,300.00	-545,663.00	-338,379.31	-207,283.69	416,720.15	-545,663.00	-338,379.31	-207,283.69	
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