



AGENDA
Elsea Park Community Trust Board Meeting

Thursday 6th July 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 1st June 2023	All
18:10	3 Management Report	GP
18:20	4 Finance Report	GP
18:30	5 AGP	GP
18:40	6 Directors Items	All
18:50	7 Any Other Business	All
19:05	8 Date of the next meeting: Thursday 3rd August 2023	All

Elsea Park Community Trust Board Meeting Minutes Thursday 11th May 2023

Present:	Michael Marren	MM	Owner Director (Vice Chair)	
	Peggy Kent	PK	Resident Director	
	Asif Mahmood	AMah	Resident Director	
In Attendance:	Graeme Parrott	GP	Trust Manager	
	Emma Sturman	ES	Admin Assistant	
1.	WELCOME AND APOLOGIES FOR ABSENCE			
	1.1 Apologies were received from Jono Brough, Paul Fellows, Simon Temporal, Barry Cook, Anna Machnik and Gary Thomas.			
	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.			
	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).			
3.	ACTIONS FROM THE PREVIOUS MEETING			
	Action Details		Actioner	Closed
	SKDC Representative In the absence of PF, this item has been left open for the next board meeting.		PF	<input type="checkbox"/>
4.	MANAGEMENT REPORT			
	GP sent the Management report to the directors ahead of the meeting and gave the following updates:			
	4.1. Recruitment for Grounds person. Unfortunately, the new grounds person has left unexpectedly for personal reasons. The position has been offered to another candidate who was deemed suitable at the interview stage and we await confirmation of a start date.			
	4.2 The new Flail has been fitted and we await training for the grounds team, due in August.			
	4.3 AGP Drain Survey Full report received and the surveyor contacted Tilia Homes.			
	4.3.1 Approx 20 issues with the drains. The drainage drop is not significant enough and needs to be corrected. This is going to be a long job as all drainage for the pitch pavilion and car park need to be adjusted.			
	4.3.2 Currently JJMac are doing their own survey and looks as though Tilia Homes are going to use JJMac to rectify the issues.			
	4.3.3 The Pavilion and Play area have also been sited slightly off where they should have been.			

	<p>4.4 Roof Repair The repair to the equipment store in the workshop has been completed. This cost more than expected due to replacement of rotten timbers.</p>
5.	FINANCE REPORT
	<p>5.1 BL sent the finance reports to the Board prior to the meeting with explanations for the variances.</p> <p>5.2 In the absence of BL, GP explained that the training costs for new equipment purchased has pushed up the budgeted training cost.</p> <p>5.3 Final reminder chase letters will be going out to residents later this month.</p> <p>5.4 Due to the increase in interest rates we have invested more funds for greater return.</p>
6.	AGP
	<p>6.1 WM prepared his report which BL emailed to the Directors ahead of the meeting.</p> <p>6.2 The Directors discussed staff hours and how to progress. The Decision has been left with WM on how to proceed.</p>
7.	DEVELOPER REPRESENTATIVE REPORT
	<p>7.1 Due to the absence of ST a short update was given by GP.</p> <p>7.2 Tilia Representatives are regularly meeting with Phoenix to check on progress.</p> <p>7.3 Tilia Homes and Fen Ditching have walked the bypass to see what work is required to tidy up after the tree removal from the ditch.</p> <p>7.3.1 Where soil has been dredged and laid on the bank the ground has been left uneven with large areas raised as much as a foot high causing a safety risk when mowing.</p> <p>7.4 Lighting along Linear Park footpath has been wired incorrectly and needs to be rectified. Some lights in zone 5 which have never been connected are to be rectified.</p> <p>7.5.1 The ground has been rolled and reseeded at Jubilee Green, there is some concern that it may be too late in the season for sufficient growth.</p> <p>7.5.2 Two locations have been identified for the CCTV on Jubilee Green and Tilia Homes need to check with national grid for positioning.</p>
8.	DIRECTORS ITEMS
	<p>8.1 There were no director's items.</p>
9.	ANY OTHER BUSINESS
	<p>9.1 Extravaganza</p> <p>9.1.1 PK thanked everyone for the Extravaganza and felt that everything went well and the feedback received was good. The only complaints received were regarding lack of food available to order and non-residents getting free food. AMah agreed that everything went well.</p> <p>9.1.2 PK said that a suggestion had been received for the Bar profit to be donated to the Scouts or the outdoor pool. The board decided to split the donation between both.</p> <p>9.2 GP informed the board that Permission to dig for an extension to the tractor turning bay has been approved. Works due to start in September.</p>

10.	DATE OF NEXT MEETING
	<p>The date of the next meeting will be 3rd August 2023.</p> <p>Apologies for the next meeting received from PK & AMah.</p> <p>There being no further business, the meeting closed at 18:45 hrs.</p>



Manager's Report 3rd July 2023

Grounds

Flail has been fitted to the tractor, we are now awaiting the training for the Grounds Team which is booked in for the end of August.

Water Bowser was collected from the manufacturer last week.

New Ground Team Member Unfortunately the new member of the Grounds Team has left unexpectedly after a short break of illness. An update should be available for the Directors meeting on the 6th July

Bypass trees Four trees have been removed on the bypass as they were identified as causing an obstruction for motorist approaching roundabout one, the MacDonalDs roundabout.

The Centre

Sun Canopy has now been erected on the patio area.

Roof Repair of the equipment store in the workshop has been completed.

AGP

Drains Our Appointed Chartered Engineer is in communication with all parties involved to try and resolve the issues we are experiencing at the location.

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 + / -	May 23 Budget	May 23 Expenditure	Variance + / -	Notes
Office Staff Salaries	99,800.00	17,849.23	17,848.42	0.81	81,950.77	8,924.62	8,924.62	0.00	8,924.62	8,923.81	0.81	
Employers NI & Pension	11,400.00	1,971.58	1,280.32	691.26	9,428.42	985.79	1,018.00	-32.21	985.79	262.32	723.47	Small employer's NI allowance
Staff Training	4,500.00	2,400.00	2,406.00	1,182.00	2,100.00	1,200.00	1,218.00	-18.00	1,200.00	1,188.00	12.00	
Recruitment & Other Staffing Costs	7,700.00	1,430.00	1,408.65	956.81	6,270.00	480.00	473.19	6.81	950.00	935.46	14.54	
Workwear & PPE	1,100.00	400.00	406.76	400.00	700.00	0.00	0.00	0.00	400.00	406.76	-6.76	
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	
Franking	1,800.00	650.00	658.24	397.00	1,150.00	250.00	253.00	-3.00	400.00	405.24	-5.24	
Office Stationery	2,700.00	320.00	313.83	22.97	2,380.00	300.00	297.03	2.97	20.00	16.80	3.20	
Travel & Subsistence	150.00	30.00	33.30	30.00	120.00	0.00	0.00	0.00	30.00	33.30	-3.30	
Telephone/Mobile and Broadband	3,800.00	125.00	121.10	39.85	3,675.00	85.00	85.15	-0.15	40.00	35.95	4.05	
Website, IT and Software	3,400.00	70.00	-1,048.26	1,188.35	3,330.00	0.00	-1,118.35	1,118.35	70.00	70.09	-0.09	
Membership & Subscriptions	200.00	15.00	13.00	15.00	185.00	0.00	0.00	0.00	15.00	13.00	2.00	
Donations	3,400.00	0.00	0.00	0.00	3,400.00	0.00	0.00	0.00	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	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	0.00	0.00	0.00	
Professional Fees & Land Registry	500.00	3.00	3.00	3.00	497.00	0.00	0.00	0.00	3.00	3.00	0.00	
Insurance	8,500.00	0.00	0.00	0.00	8,500.00	0.00	0.00	0.00	0.00	0.00	0.00	
Office Equipment	1,500.00	60.00	59.00	60.00	1,440.00	0.00	0.00	0.00	60.00	59.00	1.00	
Miscellaneous Expenditure	3,000.00	390.00	379.31	145.20	2,610.00	250.00	244.80	5.20	140.00	134.51	5.49	
Bird boxes	400.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	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	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	
Anniversary Weekend & Christmas party	5,000.00	925.00	925.05	750.75	4,075.00	175.00	174.25	0.75	750.00	750.80	-0.80	
Charges (card machine & bank)	7,000.00	1,810.00	1,793.61	946.76	5,190.00	860.00	863.24	-3.24	950.00	930.37	19.63	
Proportioned Centre Costs	6,459.15	1,220.00	1,150.43	553.88	5,239.15	740.00	666.12	73.88	480.00	484.31	-4.31	
Depreciation allowance	46,000.00	0.00	0.00	0.00	46,000.00	0.00	0.00	0.00	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	0.00	0.00	0.00	
Contribution to The Centre	19,740.85	-234.19	1,263.96	-294.09	19,975.04	-680.10	59.90	-740.00	445.90	1,204.06	-758.16	
Contribution to the AGP	33,940.00	2,119.30	1,982.73	5,277.02	31,820.70	2,119.30	-3,157.72	5,277.02	0.00	5,140.45	-5,140.45	
Trust Totals	360,690.00	31,553.92	30,998.45	12,366.57	297,315.38	15,689.61	10,001.23	5,688.38	15,864.31	20,997.22	-5,132.91	

AGP Budget

Salaries	32,000.00	6,415.47	6,423.97	-8.50	25,584.53	3,207.74	3,215.60	-7.86	3,207.74	3,208.38	-0.64	
Employers NI & Pension	3,560.00	608.83	394.92	213.91	2,951.17	304.41	304.41	0.00	304.41	90.50	213.91	Small employer's NI allowance
AGP Business Rates	1,700.00	140.00	140.84	-0.84	1,560.00	140.00	140.84	-0.84	0.00	0.00	0.00	
AGP Water Rates	3,500.00	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Repair & Maintenance	1,500.00	390.00	383.15	6.85	1,110.00	190.00	186.98	3.02	200.00	196.17	3.83	
AGP Electricity	9,600.00	0.00	0.00	0.00	9,600.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Gas	1,500.00	230.00	228.06	1.94	1,270.00	170.00	165.34	4.66	60.00	62.72	-2.72	
AGP Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	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	0.00	0.00	0.00	
AGP Communications & Software	1,750.00	40.00	38.45	1.55	1,710.00	0.00	0.00	0.00	40.00	38.45	1.55	
AGP Health & Safety	2,700.00	0.00	0.00	0.00	2,700.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Pitch Maintenance	7,000.00	4,800.00	4,866.67	-66.67	2,200.00	0.00	0.00	0.00	4,800.00	4,866.67	-66.67	
AGP Miscellaneous	3,500.00	1,545.00	1,554.69	-9.69	1,955.00	445.00	445.28	-0.28	1,100.00	1,109.41	-9.41	
AGP Totals	72,310.00	14,169.30	14,030.75	138.55	58,140.70	4,457.15	4,458.45	-1.30	9,712.15	9,572.30	139.85	

Operational Groundsman Budget

Salaries		68,200.00	8,363.63	8,524.84	-161.21	59,836.37	4,181.82	4,331.13	-149.31	4,181.82	4,193.71	-11.90	
Employers NI		8,500.00	1,077.87	668.20	409.67	7,422.13	538.93	538.93	0.00	538.93	129.27	409.67	Small employer's NI allowance
Equipment Hire	34	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	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	0.00	0.00	0.00	
New equipment and tools	36	5,000.00	550.00	550.38	-0.38	4,450.00	460.00	462.71	-2.71	90.00	87.67	2.33	
Miscellaneous Expenditure	37	7,500.00	275.00	276.17	-1.17	7,225.00	215.00	212.00	3.00	60.00	64.17	-4.17	
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	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	0.00	0.00	0.00	
Landscaping Projects (New works)	40	50,000.00	1,940.00	1,914.79	25.21	48,060.00	1,500.00	1,479.00	21.00	440.00	435.79	4.21	
Waste collection (waste bins around the development)	55	3,150.00	360.00	357.49	2.51	2,790.00	180.00	178.75	1.25	180.00	178.75	1.26	
Fuel, Oil and Water	41	4,500.00	920.00	924.03	-4.03	3,580.00	540.00	542.70	-2.70	380.00	381.33	-1.33	
Vehicle Insurance	42	2,000.00	170.00	168.00	2.00	1,830.00	170.00	168.00	2.00	0.00	0.00	0.00	
Vehicle repairs & MOT	43	2,000.00	2,000.00	3,675.65	-1,675.65	0.00	30.00	32.29	-2.29	1,970.00	3,643.36	-1,673.36	Repairs to the Cushman and the purchase of welding supplies of £1740 which has since been recoded to Equipment & Tools
Play ground inspection	44	1,500.00	0.00	591.60	-591.60	1,500.00	0.00	0.00	0.00	0.00	591.60	-591.60	New play park signs not budgeted for
Groundsman Totals		190,725.00	15,876.50	17,871.16	-1,994.66	174,848.50	8,035.75	8,165.51	-129.76	7,840.75	9,705.65	-1,864.90	

Operational The Centre Budget

Staff salaries		11,400.00	1,934.97	1,557.37	377.59	9,465.03	967.48	778.55	188.93	967.48	778.82	188.66	
Employers NI & Pension		1,000.00	176.84	111.25	65.59	823.16	88.42	88.42	0.00	88.42	22.83	65.59	Small employer's NI allowance
PRS & Licenses	45	2,500.00	160.00	159.00	1.00	2,340.00	160.00	159.00	1.00	0.00	0.00	0.00	
Advertising, Communications & Printing	46	400.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	
The Centre repairs, renewals & maintenance	47	35,000.00	1,470.00	1,481.64	-11.64	33,530.00	220.00	218.26	1.74	1,250.00	1,263.38	-13.38	
Business Rates	48	3,150.00	250.00	251.37	-1.37	2,900.00	250.00	251.37	-1.37	0.00	0.00	0.00	
Water	49	1,000.00	180.00	176.84	3.16	820.00	80.00	76.22	3.78	100.00	100.62	-0.62	
Electricity	50	1,650.00	114.00	112.57	1.43	1,536.00	84.00	83.59	0.41	30.00	28.98	1.02	
Feed in Tariff	j	-750.00	0.00	0.00	0.00	-750.00	0.00	0.00	0.00	0.00	0.00	0.00	Category moved from Other Income
Gas	51	1,300.00	810.00	814.63	-4.63	490.00	650.00	655.02	-5.02	160.00	159.61	0.39	
Waste Collection	52	1,050.00	120.00	119.17	0.83	930.00	60.00	59.58	0.42	60.00	59.58	0.42	
Cleaning	53	7,500.00	1,180.00	1,179.24	0.76	6,320.00	410.00	410.83	-0.83	770.00	768.41	1.59	
Miscellaneous Centre expenditure	54	1,000.00	590.00	585.12	4.88	410.00	90.00	90.62	-0.62	500.00	494.50	5.50	
Proportioned Centre Costs (income)		-6,459.15	-1,220.00	-1,150.43	-69.57	-5,239.15	-740.00	-666.12	-73.88	-480.00	-484.31	4.31	
Centre Totals		59,740.85	5,765.81	5,397.77	368.04	53,975.04	2,319.90	2,205.34	114.56	3,445.90	3,192.43	253.47	
Combined Expenditure Totals		683,465.85	67,365.54	68,298.13	10,878.51	584,279.61	30,502.42	24,830.53	5,671.89	36,863.12	43,467.60	-6,604.48	

Income 2023/2024

		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 + / -	May 23 Budget	May 23 Income	Variance + / -	Notes
The Trust income													
Annual charge	a	-582,700.00	-320,475.49	-390,944.10	70,468.62	-262,224.52	-293,568.47	-356,341.47	62,773.00	-26,907.02	-34,602.63	7,695.62	Developers selling new properties at a higher rate than anticipated
Administration fees	b	-24,000.00	-4,400.00	-4,500.00	100.00	-19,600.00	-2,000.00	-200.00	-1,800.00	-2,400.00	-4,300.00	1,900.00	
Interest earned	c	-21,000.00	0.00	-5.93	5.93	-21,000.00	0.00	-4.58	4.58	0.00	-1.35	1.35	
Other	d	-250.00	0.00	0.00	0.00	-250.00	0.00	0.00	0.00	0.00	0.00	0.00	
The Trust Total income NET		-627,950.00	-324,875.49	-395,450.03	70,574.55	-303,074.52	-295,568.47	-356,546.05	60,977.58	-29,307.02	-38,903.98	9,596.97	

AGP Income													
Football pitch bookings	e	-61,000.00	-12,500.00	-11,602.60	-897.40	-48,500.00	-7,500.00	-7,629.08	129.08	-5,000.00	-3,973.52	-1,026.48	End of season resulting in less bookings
Pavilion lettings	f	-1,870.00	450.00	-445.42	895.42	-2,320.00	0.00	12.91	-12.91	450.00	-458.33	908.33	
Other income	g	-500.00	0.00	0.00	0.00	-500.00	0.00	0.00		0.00	0.00	0.00	
Trust subsidy		-33,940.00	-2,119.30	-1,982.73	-136.57	-31,820.70	3,042.85	3,157.72	-114.87	-5,162.15	-5,140.45	-21.70	
The AGP Total income NET		-97,310.00	-14,169.30	-14,030.75	-138.55	-83,140.70	-4,457.15	-4,458.45	1.30	-9,712.15	-9,572.30	-139.85	

The Centre Income													
Avalon Bookings	h	-40,000.00	-6,000.00	-4,133.81	-1,866.19	-34,000.00	-3,000.00	-2,145.44	-854.56	-3,000.00	-1,988.37	-1,011.63	
Trust Subsidy		-19,740.85	234.19	-1,263.96	1,498.15	-19,975.04	680.10	-59.90	740.00	-445.90	-1,204.06	758.16	
The Centre Total income NET		-59,740.85	-5,765.81	-5,397.77	-368.04	-53,975.04	-2,319.90	-2,205.34	-114.56	-3,445.90	-3,192.43	-253.47	

Total Income		-785,000.85	-344,810.59	-414,878.55	70,067.96	-440,190.26	-302,345.52	-363,209.84	60,864.32	-42,465.07	-51,668.71	9,203.64	
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Total Net Budget		-101,535.00	-277,445.06	-346,580.42	80,946.46	144,089.36	-271,843.11	-338,379.31	66,536.20	-5,601.95	-8,201.11	2,599.16	
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