



AGENDA
Elsea Park Community Trust - AGP

Thursday 7th September 2023 – 18:00

Venue: Meeting Room, The Centre @ Elsea Park

Time	Item	
18:00	1 Welcome and Apologies	JB
18:05	2 Tour of the Workshop	LG
18:05	3 Actions from the previous meeting 3rd August 2023	All
18:10	4 Management Report	GP
18:20	5 Finance Report	GP
	5a Audit Report & Management Report	JB
	5b 2023/2024 Budget	GP
18:30	6 AGP	GP
18:40	7 Directors Items	All
19:00	8 Any Other Business	All
19:20	9 Date of the next meeting: Thursday 5th October 2023	All

Elsea Park Community Trust Board Meeting Minutes Thursday 7th September 2023

Present:	Jono Brough	JB	Owner Director (Chair)
	Michael Marren	MM	Owner Director (Vice Chair)
	Peggy Kent	PK	Resident Director
	Gary Thomas	GT	Owner Director
In Attendance:	Graeme Parrott	GP	Trust Manager
	Emma Sturman	ES	Admin Assistant
	Andrew Higgins	AH	Potential Owner Director
1.	WELCOME AND APOLOGIES FOR ABSENCE		
	<p>1.1 Apologies were received from Paul Fellows, Simon Temporal, Barry Cook, Asif Mahmood and Anna Machnik</p> <p>1.2 JB welcomed everyone to the meeting and thanked them for attending.</p> <p>1.3 AH introduced himself and was welcomed to the meeting.</p>		
2.	DECLARATION OF INTEREST		
	<p>2.1 INTERESTS IN PROPOSED TRANSACTIONS AND/OR ARRANGEMENTS WITH THE COMPANY.</p> <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.	<p>3.1 GP took all present to the workshop for a tour (lead by the head Groundsman) to view the new machinery/equipment purchased over recent months.</p> <p>3.2 It was discussed how each piece of machinery/equipment is used and how it has improved efficiency and ease of use for the groundsman.</p> <p>3.3 The board were satisfied that it has been a necessary expense to have machinery/equipment suitable for the job as when more land is transferred to the Trust it is necessary to have enough resources for all staff members.</p> <p>3.4 The board were very impressed with the clean and tidy organised workspace.</p>		
4.	ACTIONS FROM THE PREVIOUS MEETING		
	Action Details	Actioner	Closed
	BTC Representative PF was not present to give an update on the outcome of the BTC meeting which was held last month (1 st August)	PF	<input type="checkbox"/>
	AGP drainage (6.3.2) GP received the drainage report this was discussed at point 5.10 of the Management Report	GP	<input checked="" type="checkbox"/>
	Community library (8.1.2) GP has received the cabinet, which is now ready to be sited.	GP	<input checked="" type="checkbox"/>
	Newsletter (8.2) Contributions invited from all	ALL	<input type="checkbox"/>

	Volunteer Driving Group for appointments (9.2.2) JB considering how this could be implemented	JB	<input type="checkbox"/>
	The Centre Extension (9.4.1) Architect plans to be drawn up.	GP	<input checked="" type="checkbox"/>
	Discuss with current childrens group leader plan for future (9.6.3) due to no volunteers coming forward.	GP	<input checked="" type="checkbox"/>
5.	MANAGEMENT REPORT		
	<p>5.1 GP informed the board that the AGM calling notices are due to go out next week.</p> <p>5.2 GP explained that Tilia Homes is pushing for a date for transfer of the ponds to the Trust and added his surprise at the current running costs of the fountains. He has been to look at the pumps and they are running at approx. 5.5 KWH so there may be some energy leakage somewhere to be investigated when transferred to us. There is no way to reduce the consumption of the pump, but we can look around for a different energy provider when it is transferred to us.</p> <p>5.2.1 GT suggested Solar energy, GP responded that you would need high security as it would be a very expensive piece of equipment.</p> <p>5.2.2 MM suggested reducing the number of hours the pump runs (it currently runs for 12 hours each day). It cannot simply be switched off as it is vital to aerate the ponds to provide adequate oxygen in the water for the fish.</p> <p>5.2.3 GP explained that we need to have a copy of the safety certificate before responsibility is transferred to the Trust as there are a few concerns about the condition of the electricity equipment for the ponds taking into account that it flooded four years ago and nothing was replaced.</p> <p>5.3 The Centre, GP explained that he is considering increasing the cost of the weekend hires in January as this has not increased for the last two years.</p> <p>5.3.1 The Centre has a lot of availability for weekday daytime hire due to cancellations, GP suggests advertising at a cheap rate for ad hoc short notice bookings to fill these, which may attract a few party hires during the school holidays.</p> <p>5.3.2 ES will contact people who we had to turned away due to being full. To attract hirers The Centre may consider an introductory discount for a few months. ACTION: ES.</p> <p>5.3.3 JB proposed reintroducing a day rate which is discounted from the hourly rate. ES explained that there was a day rate tariff some years ago and it was so rarely used that there is no longer a set day rate.</p> <p>5.4 GP discussed his thoughts on the Lounge usage at The Centre.</p> <p>5.4.1 He explained that currently the Lounge is included as part of the hall hire and it doesn't really get used, other than for a maximum of a couple of hours a week.</p> <p>5.4.2 The idea is to open the lounge as a space where the public can come in and socialise at no cost. This will hopefully be a space where anyone can come and meet people, have a drink, a chat and maybe a game of chess (or other games).</p> <p>5.4.3 This should not interfere with the way the lounge is currently being used as any hirer can still use the space alongside anyone who comes in and it may bring about some potential hires.</p>		

5.5 JB mentioned that he has been wanting artwork from the residents to be displayed on canvas around The Centre. A request had been put out in the newsletter and on social media for people to send in their artwork some years ago with very little response. ES suggested getting the school involved to provide some artwork.

5.6 JB mentioned the Lounge furniture which is of poor condition. GP to look into replacing the furniture.

ACTION: GP

5.7 PK asked if dogs would be allowed. ES explained that we have certain hirers who may have an issue with pets being in the hall due to hygiene reasons. ES to approach these hirers to pose the question.

ACTION: ES.

5.8 Proposed extension. The architect costs were discussed, it was decided to get a further quote.

ACTION: GP

5.9 The electricians have looked at AGP drive lights, the power at Wake Ponds and the exterior lights at The Centre.

5.9.1 The exterior lights at The Centre have cabling that is too short, exposing junctions to the elements and to replace it would mean digging up the paving slabs, so wall lights are to be installed instead.

5.9.2 AGP Drive lighting. To repair the existing lighting would mean digging out a channel to add new cabling so two solar lights are being installed on the fencing and if they work well, three more will be purchased.

5.10 AGP Drainage. The drainage report has come through. They are worse than originally thought. There is no date set for works yet but the patio and carpark will need to be dug up for the works to be completed.

5.10.1 JB said that as a goodwill gesture JJMac is doing some work at the AGP to tidy up behind the pavilion (larger manhole and replace the gravel path with slabs).

5.11 Qube have attended the AGP to look at the boiler issues. The hive is still not working so currently there is no heating. The engineer said there is a faulty circuit board.

6.

FINANCE REPORT

6.1 BL sent the finance reports to the Board prior to the meeting with explanations for the variances.

6.2 In the absence of BL, GP explained that there is an overspend on energy costs due to the cost-of-living crisis and an overspend on grounds equipment.

6.3 Court letters are best sent for debtors. Debt levels currently stand at a similar level to previous years.

6.4 Audit report and management report hasn't yet been approved. BL to get a copy to JB for approval.

ACTION: BL/JB

6.5 The budget sent out with July details for the July meeting could not be viewed and have been included with the details sent out to the board for this meeting. JB to view and approve during the coming week.

ACTION: JB

7.	AGP
	<p>7.1 WM prepared his report which BL emailed to the directors ahead of the meeting.</p> <p>7.2 WM has been focusing on organising half term activities for October, trying to get coaches involved. WM will also look into buying in services to comply with safeguarding. ACTION: WM</p> <p>7.3 The Facility may have to close during the drainage works as there is a large expanse of grounds to be dug up. It would be difficult to open safely while the works take place as there is a concern that the pitch surface could be damaged during these works as the wet season approaches.</p> <p>7.4 JB has requested that GP chase up a response for actions required from the partner group meeting back in June. It is important that actions from partner meetings are actioned. ACTION: GP</p>
8.	DEVELOPER REPRESENTATIVE REPORT
	8.1 Due to the absence of ST no update was given.
9.	DIRECTORS ITEMS
	8.1 There were no director's items.
10.	ANY OTHER BUSINESS
	<p>10.1 A charity has approached The Trust to ask for help with regards to financing an activity. It was discussed if further help could be provided as they already have the hall at a reduced hire rate. It was unanimous that the maximum assistance has been given by reducing the hire cost and the additional time also given to produce a risk assessment and clear out an area backstage for the activity.</p> <p>10.2 JB said that when he walked by the Jubilee Green Play area the grass matting looks in poor condition and he suggested when this area is passed to The Trust, fibrefall should be installed the same as at the Centre play area as it is much safer and looks better. GP to get a quote from Playscape for this. ACTION: GP</p> <p>10.2.1 GP said that ROSPA has already brought up some issues with the play equipment in that area which has been given to ST to action. ACTION: ST</p>
11.	DATE OF NEXT MEETING
	<p>The date of the next meeting will be 5th October 2023 (MM to Chair in JB's absence).</p> <p>There being no further business, the meeting closed at 20:15 hrs.</p>



Manager's Report Sept 2023

Admin

Calling notices for the AGM will be prepared Week Commencing 11th September.

Annual cyber awareness training has commenced for Team members who use IT.

Grounds

The Telecommunications Company responsible for the damage to the Hogging path at Welland drive have attended and attempted to relay the path, it is still not up to standard and a solution is being sought.

Welland Drive / Nene Close POS a Contractor has attended, and we are awaiting his quote.

The Polaris all terrain vehicle is being delivered on 19th September.

The Triple gang mower is being delivered on 20th September.

Wake Ponds

The quote for the fountain heads has arrived this will require discussion at the Directors meeting.

The electric installation at Wake Ponds has recently been checked and may require some remedial work including protecting the installation from any further sudden increase in water levels

The Centre

There are vacancies developing in the weekday daytime hire, we are looking at numerous ways to increase day time usage but the majority of hires during the day are commercial and rely on persons attending and paying a fee, the current squeeze on house hold spending may be to blame for this lack of use.

We are looking at making better use of the lounge area which is seldom used by daytime hires with possible warm hub use only a couple of months away its possible this could also be combined to offer more than just the one day a week which was what we offered last year.

A meeting with an architect took place Friday 1st September regarding the proposed extension at the Centre, more details should be available in the next couple of weeks. But his initial assessment was that he could see no issues with what is proposed.

AGP

Exterior lighting continues to cause problem's tripping circuits ad hoc.

A trial of solar powered lighting is commencing next week to evaluate their viability at the AGP for illuminating the drive way and car park.

The plan for a revised drainage plan should be ready by 15th September at which point this will be shared with all parties involved.

Operational Trust Budget



Item	2023/2024 Spend Budget	Year to date Budget 01/04/2023 - 31/07/2023	Year to Date Expenditure 01/04/2023 - 31/07/2023	Year to date Variance +/-	Remaining Budget	May 23 Budget	May 23 Expenditure	Variance +/-	June 23 Budget	June 23 Expenditure	Variance +/-	July 23 Budget	July 23 Expenditure	Variance +/-	Notes
Office Staff Salaries	99,800.00	34,373.25	34,370.82	2.43	65,426.75	8,924.62	8,923.81	0.81	8,262.01	8,261.20	0.81	8,262.01	8,261.20	0.81	
Employers NI & Pension	11,400.00	3,864.88	2,070.47	1,794.41	7,535.12	985.79	262.32	723.47	946.65	235.81	710.84	946.65	554.35	392.30	
Staff Training	4,500.00	2,400.00	2,406.00	1,182.00	2,100.00	1,200.00	1,188.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	
Recruitment & Other Staffing Costs	7,700.00	2,660.00	2,643.98	2,186.81	5,040.00	950.00	935.46	14.54	510.00	514.10	-4.10	720.00	721.23	-1.23	
Workwear & PPE	1,100.00	1,010.00	1,010.68	1,010.00	90.00	400.00	406.76	-6.76	110.00	110.28	-0.28	500.00	493.64	6.36	
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	1,800.00	700.00	703.99	447.00	1,100.00	400.00	405.24	-5.24	0.00	0.00	0.00	50.00	45.75	4.25	
Office Stationery	2,700.00	1,125.00	1,119.94	827.97	1,575.00	20.00	16.80	3.20	725.00	726.29	-1.29	80.00	79.82	0.18	
Travel & Subsistence	150.00	105.00	109.45	105.00	45.00	30.00	33.30	-3.30	65.00	64.70	0.30	10.00	11.45	-1.45	
Telephone/Mobile and Broadband	3,800.00	280.00	277.50	194.85	3,520.00	40.00	35.95	4.05	90.00	91.40	-1.40	65.00	65.00	0.00	
Website, IT and Software	3,400.00	940.00	-195.81	2,058.35	2,460.00	70.00	70.09	-0.09	650.00	631.87	18.13	220.00	220.58	-0.58	
Membership & Subscriptions	200.00	95.00	89.80	95.00	105.00	15.00	13.00	2.00	0.00	0.00	0.00	80.00	76.80	3.20	
Donations	3,400.00	575.00	575.30	575.00	2,825.00	0.00	0.00	0.00	365.00	365.70	-0.70	210.00	209.60	0.40	
Audit and Accountancy Fees	7,500.00	4,800.00	4,800.00	4,800.00	2,700.00	0.00	0.00	0.00	0.00	0.00	0.00	4,800.00	4,800.00	0.00	
Legal Fees	3,700.00	100.00	100.00	100.00	3,600.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	0.00	
Professional Fees & Land Registry	500.00	18.00	18.00	18.00	482.00	3.00	3.00	0.00	0.00	0.00	0.00	15.00	15.00	0.00	
Insurance	8,500.00	830.00	829.71	830.00	7,670.00	0.00	0.00	0.00	0.00	0.00	0.00	830.00	829.71	0.29	
Office Equipment	1,500.00	1,500.00	2,450.70	1,500.00	0.00	60.00	59.00	1.00	235.00	233.90	1.10	1,205.00	2,157.80	-952.80	New photocopier purchased and Admin computer
Miscellaneous Expenditure	3,000.00	765.00	754.14	520.20	2,235.00	140.00	134.51	5.49	375.00	374.83	0.17	0.00	0.00	0.00	
Bird boxes	400.00	140.00	139.35	140.00	260.00	0.00	0.00	0.00	0.00	0.00	0.00	140.00	139.35	0.65	
Trust Community Grants	1,000.00	0.00	-518.27	0.00	1,000.00	0.00	0.00	0.00	0.00	-200.00	200.00	0.00	-318.27	318.27	Events team repaying previous year's allocated grant
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	5,000.00	5,000.00	4,819.16	4,825.75	0.00	750.00	750.80	-0.80	4,075.00	2,969.32	1,105.68	0.00	924.79	-924.79	Underspent on budget, includes 50% of bar profits to be paid to a charity
Charges (card machine & bank)	7,000.00	3,425.00	3,409.59	2,561.76	3,575.00	950.00	930.37	19.63	900.00	900.47	-0.47	715.00	715.51	-0.51	
Proportioned Centre Costs	6,459.15	2,180.00	2,493.89	1,513.88	4,279.15	480.00	484.31	-4.31	480.00	507.10	-27.10	480.00	836.37	-356.37	
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	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	0.00	0.00	0.00	
Events Team expenses	0.00	0.00	264.26	0.00	0.00	0.00	0.00	0.00	0.00	264.26	-264.26	0.00	0.00	0.00	
Contribution to The Centre	19,740.85	7,617.62	6,771.78	7,557.72	12,123.23	445.90	1,204.06	-758.16	2,785.90	896.13	1,889.78	5,065.90	4,611.69	454.22	
Contribution to the AGP	33,940.00	5,197.64	5,554.90	8,355.36	28,742.36	0.00	5,140.45	-5,140.45	-3,157.72	5,406.95	-8,564.67	5,140.45	-1,834.78	6,975.23	
Trust Totals	360,690.00	79,701.38	77,069.33	43,201.48	252,246.25	15,864.31	20,997.22	-5,132.91	17,416.84	22,354.30	-4,937.46	29,635.01	23,716.58	5,918.43	

AGP Budget

Salaries	32,000.00	11,866.41	11,810.61	55.81	20,133.59	3,207.74	3,208.38	-0.64	2,907.24	2,937.37	-30.14	2,543.70	2,449.26	94.44	
Employers NI & Pension	3,560.00	1,223.50	474.64	748.86	2,336.50	304.41	90.50	213.91	316.07	79.73	236.34	298.60	0.00	298.60	
AGP Business Rates	1,700.00	585.00	910.84	-325.84	1,115.00	0.00	0.00	0.00	340.00	667.51	-327.51	105.00	102.49	2.51	
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	0.00	0.00	0.00	
AGP Repair & Maintenance	1,500.00	1,010.00	844.68	165.32	490.00	200.00	196.17	3.83	620.00	615.38	4.62	0.00	-153.85	153.85	
AGP Electricity	9,600.00	215.00	213.73	1.27	9,385.00	0.00	0.00	0.00	0.00	0.00	0.00	215.00	213.73	1.27	
AGP Gas	1,500.00	1,955.00	1,949.30	5.70	-455.00	60.00	62.72	-2.72	0.00	0.00	0.00	1,725.00	1,721.24	3.76	
AGP Equipment	3,000.00	25.00	23.92	1.08	2,975.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	23.92	1.08	
AGP Cleaning/Materials	1,000.00	100.00	100.77	-0.77	900.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.77	-0.77	
AGP Communications & Software	1,750.00	100.00	94.83	5.17	1,650.00	40.00	38.45	1.55	20.00	19.65	0.35	40.00	36.73	3.27	
AGP Health & Safety	2,700.00	300.00	288.46	11.54	2,400.00	0.00	0.00	0.00	200.00	192.31	7.69	100.00	96.15	3.85	
AGP Pitch Maintenance	7,000.00	3,200.00	5,122.82	-1,922.82	3,800.00	4,800.00	4,866.67	-66.67	2,200.00	4,092.30	-1,892.30	-3,800.00	-3,836.15	36.15	Repairs to pitch paid for by Tilia
AGP Miscellaneous	3,500.00	1,735.00	1,741.43	-6.43	1,765.00	1,100.00	1,109.41	-9.41	0.00	0.00	0.00	190.00	186.74	3.26	
AGP Totals	72,310.00	22,314.91	23,576.03	-1,261.12	49,995.09	9,712.15	9,572.30	139.85	6,603.31	8,604.25	-2,000.94	1,542.30	941.03	601.27	

Operational Groundsman Budget

Salaries	y	68,200.00	19,643.31	17,674.58	1,968.73	48,556.69	4,181.82	4,193.71	-11.90	5,302.99	4,629.22	673.77	5,976.68	4,520.52	1,456.16	
Employers NI	u	8,500.00	2,266.31	472.57	1,793.74	6,233.69	538.93	129.27	409.67	595.72	128.81	466.90	592.73	-324.45	917.18	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	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	0.00	0.00	0.00	
New equipment and tools	36	5,000.00	5,000.00	6,807.37	-1,807.37	0.00	90.00	87.67	2.33	4,450.00	5,969.62	-1,519.62	0.00	287.37	-287.37	
Miscellaneous Expenditure	37	7,500.00	1,225.00	1,224.08	0.92	6,275.00	60.00	64.17	-4.17	800.00	800.28	-0.28	150.00	147.63	2.37	
Ditch & Dyke Maintenance, Fence repairs and replacements	38	24,500.00	1,580.00	1,560.00	20.00	22,920.00	0.00	0.00	0.00	800.00	780.00	20.00	780.00	780.00	0.00	
Arboricultural Survey & Tree maintenance	39	7,275.00	720.00	720.00	0.00	6,555.00	0.00	0.00	0.00	500.00	500.00	0.00	0.00	0.00	0.00	
Landscaping Projects (New works)	40	50,000.00	2,210.00	2,185.59	24.41	47,790.00	440.00	435.79	4.21	100.00	102.04	-2.04	170.00	168.76	1.24	
Waste collection (waste bins around the development)	55	3,150.00	360.00	715.00	-355.00	2,790.00	180.00	178.75	1.26	0.00	0.00	0.00	0.00	357.50	-357.50	
Fuel, Oil and Water	41	4,500.00	1,655.00	1,658.22	-3.22	2,845.00	380.00	381.33	-1.33	220.00	218.66	1.34	515.00	515.53	-0.53	
Vehicle Insurance	42	2,000.00	2,000.00	3,239.44	-1,239.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,830.00	3,071.44	-1,241.44	Underestimated rise in insurance costs
Vehicle repairs & MOT	43	2,000.00	1,080.00	2,754.32	-1,674.32	920.00	1,970.00	3,643.36	-1,673.36	-950.00	-952.36	2.36	30.00	31.03	-1.03	
Play ground inspection	44	1,500.00	0.00	1,756.48	-1,756.48	1,500.00	0.00	591.60	-591.60	0.00	0.00	0.00	0.00	1,164.88	-1,164.88	Repairs to roundabout on Cooke's Field
Groundsman Totals		190,725.00	37,739.62	40,767.65	-3,028.02	152,985.38	7,840.75	9,705.65	-1,864.90	11,818.71	12,176.28	-357.57	10,044.41	10,720.21	-675.80	

Operational The Centre Budget

Staff salaries	z	11,400.00	3,869.93	3,294.47	575.46	7,530.07	967.48	778.82	188.66	967.48	778.55	188.93	967.48	958.55	8.93	
Employers NI & Pension	v	1,000.00	353.69	138.39	215.30	646.31	88.42	22.83	65.59	88.42	22.82	65.60	88.42	4.31	84.11	
PRS & Licenses	45	2,500.00	1,015.00	1,011.03	3.97	1,485.00	0.00	0.00	0.00	180.00	180.00	0.00	675.00	672.03	2.97	
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	0.00	0.00	0.00	
The Centre repairs, renewals & maintenance	47	35,000.00	9,815.00	9,824.31	-9.31	25,185.00	1,250.00	1,263.38	-13.38	2,725.00	2,722.05	2.95	5,620.00	5,620.62	-0.62	
Business Rates	48	3,150.00	1,810.00	1,812.37	-2.37	1,340.00	0.00	0.00	0.00	1,380.00	1,381.13	-1.13	180.00	179.87	0.13	
Water	49	1,000.00	435.00	434.34	0.66	565.00	100.00	100.62	-0.62	65.00	66.99	-1.99	190.00	190.51	-0.51	
Electricity	50	1,650.00	619.00	611.67	7.33	1,031.00	30.00	28.98	1.02	30.00	26.50	3.50	475.00	472.60	2.40	
Feed in Tariff	j	-750.00	-250.00	-651.16	401.16	-500.00	0.00	0.00	0.00	-250.00	-651.16	401.16	0.00	0.00	0.00	Category moved from Other Income
Gas	51	1,300.00	910.00	913.95	-3.95	390.00	160.00	159.61	0.39	0.00	0.00	0.00	100.00	99.32	0.68	
Waste Collection	52	1,050.00	720.00	238.33	481.67	330.00	60.00	59.58	0.42	600.00	-119.17	719.17	0.00	238.33	-238.33	Previous month's costs were not split between Centre & Grounds
Cleaning	53	7,500.00	2,395.00	2,393.42	1.58	5,105.00	770.00	768.41	1.59	465.00	465.48	-0.48	750.00	748.70	1.30	
Miscellaneous Centre expenditure	54	1,000.00	605.00	355.42	249.58	395.00	500.00	494.50	5.50	15.00	12.78	2.22	0.00	-242.48	242.48	Brought forward balances from 2022/2023 reallocated
Proportioned Centre Costs (income)		-6,459.15	-2,180.00	-2,493.89	313.89	-4,279.15	-480.00	-484.31	4.31	-480.00	-507.10	27.10	-480.00	-836.37	356.37	
Centre Totals		59,740.85	20,117.62	17,882.65	2,234.97	39,623.23	3,445.90	3,192.43	253.47	5,785.90	4,378.88	1,407.03	8,565.90	8,106.00	459.91	
Combined Expenditure Totals		683,465.85	159,873.54	159,295.65	41,147.31	494,849.95	36,863.12	43,467.60	-6,604.48	41,624.76	47,513.70	-5,888.94	49,787.63	43,483.82	6,303.81	

Income 2023/2024

		2023/2024 Income Budget	Year to date Budget 01/04/2023 - 31/07/2023	Year to Date Income 01/04/2023 - 31/07/2023	Year to date Variance + / -	Remaining Budget 01/03/2024 - 31/03/2024	May 23 Budget	May 23 Income	Variance + / -	June 23 Budget	June 23 Income	Variance + / -	July 23 Budget	July 23 Income	Variance + / -	Notes
The Trust income																
Annual charge	a	-582,700.00	-373,675.49	-448,015.64	74,340.16	-209,024.52	-26,907.02	-34,602.63	7,695.62	-26,700.00	-26,555.38	-144.62	-26,500.00	-30,516.16	4,016.16	
Administration fees	b	-24,000.00	-9,200.00	-12,300.00	3,100.00	-14,800.00	-2,400.00	-4,300.00	1,900.00	-2,400.00	-2,461.60	61.60	-2,400.00	-5,338.40	2,938.40	
Interest earned	c	-21,000.00	-146.20	-155.96	9.76	-20,853.80	0.00	-1.35	1.35	0.00	-3.83	3.83	-146.20	-146.20	0.00	
Other	d	-250.00	-250.00	-738.43	488.43	0.00	0.00	0.00	0.00	-250.00	-4,002.50	3,752.50	0.00	3,264.07	-3,264.07	Tilia repair to AGP moved to offset expenditure
The Trust Total income NET		-627,950.00	-383,271.69	-461,210.03	77,938.35	-244,678.32	-29,307.02	-38,903.98	9,596.97	-29,350.00	-33,023.31	3,673.31	-29,046.20	-32,736.69	3,690.49	

AGP Income																
Football pitch bookings	e	-61,000.00	-19,500.00	-17,527.38	-1,972.62	-41,500.00	-5,000.00	-3,973.52	-1,026.48	-3,500.00	-3,148.97	-351.03	-3,500.00	-2,775.81	-724.19	End of season resulting in less bookings
Pavilion lettings	f	-1,870.00	400.00	-493.75	893.75	-2,270.00	450.00	-458.33	908.33	-50.00	-48.33	-1.67	0.00	0.00	0.00	
Other income	g	-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		
Trust subsidy		-33,940.00	-3,214.91	-5,554.90	2,339.99	-30,725.09	-5,162.15	-5,140.45	-21.70	-3,053.31	-5,406.95	2,353.64	1,957.70	1,834.78	122.92	
The AGP Total income NET		-97,310.00	-22,314.91	-23,576.03	1,261.12	-74,995.09	-9,712.15	-9,572.30	-139.85	-6,603.31	-8,604.25	2,000.94	-1,542.30	-941.03	-601.27	

The Centre Income																
Avalon Bookings	h	-40,000.00	-12,500.00	-11,110.87	-1,389.13	-27,500.00	-3,000.00	-1,988.37	-1,011.63	-3,000.00	-3,482.75	482.75	-3,500.00	-3,494.31	-5.69	
Trust Subsidy		-19,740.85	-7,617.62	-6,771.78	-845.84	-12,123.23	-445.90	-1,204.06	758.16	-2,785.90	-896.13	-1,889.78	-5,065.90	-4,611.69	-454.22	
The Centre Total income NET		-59,740.85	-20,117.62	-17,882.65	-2,234.97	-39,623.23	-3,445.90	-3,192.43	-253.47	-5,785.90	-4,378.88	-1,407.03	-8,565.90	-8,106.00	-459.91	

Total Income		-785,000.85	-425,704.21	-502,668.71	76,964.49	-359,296.64	-42,465.07	-51,668.71	9,203.64	-41,739.21	-46,006.44	4,267.23	-39,154.41	-41,783.72	2,629.31	
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Total Net Budget		-101,535.00	-265,830.68	-343,373.05	118,111.80	135,553.31	-5,601.95	-8,201.11	2,599.16	-114.45	1,507.26	-1,621.71	10,633.22	1,700.10	8,933.12	
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Tilia Homes Limited – Elsea Park Development Update 4/9/2023

- Road adoptions –

Please see plan below highlighting each zone of adoption of roads at Elsea Park.



The following update was provided by Lincolnshire Highways:

- Zone 1 - All the snagging has been completed by Tilia Homes, we are just awaiting Electric remedials (are in progress) and sign off, then adoption can be agreed.
- Zone 2 – All roads have been adopted.
- Zone 3 - All the snagging has been completed by Tilia Homes along with additional works outside of school, we are just awaiting Electric remedials (are in progress) and sign off, then adoption can be agreed.
- Zone 3 Community Centre - Final surfacing agreed just waiting for start date (Targeted for September), Once complete maintenance period can be agreed.
- Zone 4A - (Newton Abbey Way) Kerb Changes completed by Tilia Homes. Manhole Iron work raised, final surfacing programmed 11th or 18th September contractor awaiting supplier confirmation
- Zone 4B - (Haydock Park Drive) Kerb Changes completed, manhole Iron work raised, final surfacing programmed 11th or 18th September contractor awaiting supplier confirmation.
- Zone 5 - Kerb changes in progress and moving quicker than expected
- Zone 9 - (Football pitch area) Kerb changes marked and waiting start date. Tilia in the process of evaluating tenders following re-submission
- Zone 9 Linear park five link footway - Drawings submitted to the planning authority and awaiting technical approval

- **Zone 5 (6) play area** – The play was opened on Monday 31 July 2023. Repair with basket swing completed
- **Landscaping around Zone 5 (6)** – Unfortunately, despite almost perfect grass growing weather over the last month. Large areas of grass have struggled to establish. Landscapers have advised cutting frequently during August. Landscapers have taken further advice although it is likely we will need to re-prepare and seed the areas that have not taken. Dates TBC once forward plan agreed
- **Zone 5 (6) LAP and landscaping (Old Compound)** – The grassed areas have established, and the Trust are now maintaining the grass. We are just awaiting a date for the benches to be installed which have been on order for some time. Tilia continually to chase delivery and installation with the contractor
- **Zone 9 play area** – 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 have had the area surveyed and there are some potential issues with the setting out of the play area. The play area has now been set out. Meeting with contractors on the 12th September regarding remedial works
- **Zone 9 POS completion** - Tilia were targeting to have all the public open spaces completed by May 2023 for inspection by the Trust. Although the above play area issue has had a knock-on effect, as highlighted above.

Tilia have sourced an alternative contractor to tidy up and prepare the open space to improve the aesthetics until the play area issue has been resolved and we can complete the landscaping. Meeting contractor on the 6th September 2023 to obtain dates on when works can be carried out.

- **Footpath on Linear park/Linear Park** – Tilia are currently going through the planning approval process. Tilia are meeting contractors on the 6th September 2023 to discuss timeframes for clearing vegetation whilst we await the planning decision. We are hoping to complete this clearance by the end of September 2023
- **Orgrey pond** – Tilia have completed all works other than installing a 1.8m wide gravel footpath which links to the footbridge. This work has been instructed and we are awaiting timeframes
- **Legacy land transfer** – The land transfer has been agreed in principle between Tilia and the Trust. The Trust have requested further improvements to the plans within the agreement and these are being processed by Tilia's consultants
- **Ditch works** – All minor snagging works to the landscaping on ditches has been completed and these areas are now maintained by the Trust. Tilia still have some safety grilles that appear to have been stolen to replace on some of the culverts. These have been ordered and we are awaiting delivery and installation
- **Bourne Community Centre parcel** – The landscaping areas require additional over seeding and bark mulching by Tilia before handing over to the Trust. Tilia will continue to maintain these areas and target to hand them over in October 2023

(Please note all timeframes may change as they are dependent on a number of factors such as weather etc)