



AGENDA
Elsea Park Community Trust - AGP

Thursday 2nd November 2023 – 18:00

Venue: Meeting Room, The Centre @ Elsea Park

Time	Item	
18:00	1 Welcome and Apologies	JB
18:05	2 Actions from the previous meeting 5th October 2023	All
18:15	3 Management Report	GP
18:30	4 Finance Report	GP
18:45	5 AGP	GP
18:55	6 Directors Items	All
19:00	7 Any Other Business	All
19:20	8 Date of the next meeting: Thursday 7th December 2023	All

Elsea Park Community Trust Board Meeting Minutes Thursday 2nd November 2023

Present:	Jono Brough	JB	Owner Director (Chair)
	Michael Marren	MM	Owner Director (Vice Chair)
	Gary Thomas	GT	Owner Director
	Peggy Kent	PK	Resident Director
	Paul Fellows	PF	SKDC Representative
	Nigel Eveleigh	NE	Bourne Town Council Representative
In Attendance:	Graeme Parrott	GP	Trust Manager
	Emma Sturman	ES	Admin Assistant
1.	WELCOME AND APOLOGIES FOR ABSENCE		
	<p>1.1 Apologies were received from Barry Cook, Anna Machnik, Asif Mahmood and Simon Temporal.</p> <p>1.2 JB welcomed everyone to the meeting and thanked them for attending.</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.	ACTIONS FROM THE PREVIOUS MEETING		
	Action Details	Actioner	Closed
	Volunteer Driving Group JB will update the board at the next meeting as he has been unable to progress with this.	JB	<input type="checkbox"/>
	Lounge furniture item 4.4.2 GP is sourcing new furniture.	GP	<input type="checkbox"/>
4.	MANAGEMENT REPORT		
	<p>GP sent the Management report to the directors ahead of the meeting and gave the following updates:</p> <p>4.1 Welland Drive green space designs have come in. The Centrepiece is to be a stone compass and stone benches. The benches will need to be installed first due to their size and weight making them difficult to handle. Work is expected to begin in December. Currently the land is very wet which is a concern.</p> <p>4.2.1 CCTV has been upgraded at The Centre and is ready to receive Jubilee Green footage when the cameras are installed. The location of the CCTV poles is still to be decided and passed by Tilia Homes. Unfortunately, a tree has now been planted in one of the previously chosen locations. It is hoped to have an installation date by Tuesday next week which is welcome news in light of more recent vandalism.</p>		

4.2.2 CCTV will be installed in the Kitchen and Lounge area at the Centre as advised by Aversure (Health and Safety service advisor). This will be installed in approx. three weeks' time.

4.3 Exterior lighting at The Centre is to be installed tomorrow (Friday 3rd Nov).

4.4.1 Redecoration of the Lounge area. The decorator is booked for the second week of January.

4.4.2 Lounge furniture. The furniture initially was to be reupholstered but due to the amount of work needed (foam to be added etc) this was going to be too costly and too time consuming. The decision has been made to source new furniture.

ACTION: GP

4.5 The architect has started the measurements for the extension.

4.6 The AGP fun day went well even though it rained. Approx 90% of the 40 children attending were residents from the development.

4.7 The FDO has now been tasked with arranging activities throughout the summer holidays. It is expected to have activities for one day of each week during the holidays.

4.8 GP informed the board that the three quotes for the additional zero turn mower have come in and he will distribute these to the directors next week. This will replace the Husqvarna which will then be used mainly for flailing and will serve as a backup mower if required.

4.9 GP advised that because of the additional work due to be taken on, he is looking to commence the recruitment of an additional ground's person in January.

4.10 Caretaking. There is a concern about going over working time policy when asking existing staff to caretake. Currently we expect hirers to lock up for themselves and a member of staff checks at the end of the last hire of the day. We hope to have a job description out before Christmas with the hopes of interviewing in the New Year. The board agreed unanimously.

ACTION:GP

4.11 GP informed the Board that throughout the Christmas break the grounds team will work half a day each on separate days to empty bins and clear away litter or broken glass. GP will monitor the admin email for any notifications of broken glass and will notify the grounds team.

5.

FINANCE REPORT

5.1 BL sent the finance reports and narrative to the Board prior to the meeting.

5.2 In the absence of BL, GP explained that there is an overspend as it has been necessary to purchase more equipment for the grounds team.

6.

AGP

No report submitted by the FDO

6.1 The Football season is up and running fully.

6.2 We have a new electricity contract will start tomorrow, tied in for 3 years which is now much cheaper.

	<p>6.3.1 AGP drains. We await an update from ST. A proposal to rectify the issue has been provided, which needs Tilia Homes' approval and then agreement with The Trust.</p> <p>6.3.2 A date for the work will then be determined. There are concerns regarding the weather conditions possibly slowing the work. There is going to be a lot of upheaval and facility closure.</p> <p>6.3.3 There may also be a delay during the legal process in fault finding and allocating responsibility.</p> <p>6.4 GP informed the board that there may be a complaint coming regarding the positioning of the disabled toilet at the pavilion. It is hard to navigate to because of the self-closing doors used.</p> <p>6.5.1 GP has been looking into the possibility of installing solar panels on the pavilion roof. It has been determined that the weight of the panels would be too great on the contact point of the fixings creating a risk, especially if there was a heavy snowfall. GP is looking into alternative solution, to use different fixings that would more evenly distribute the weight.</p> <p>6.5.2 There is the option to locate the solar panels at floor level; however, this would not be ideal as it would leave them open to damage and theft. It would also mean that the overall cost would be higher because it isn't possible to locate them together given the space available.</p> <p>6.4 JB has received a complaint from a resident on the Taylor Wimpey site regarding foul language overheard from the AGP. The complainant has been asked to keep a log to see if we can establish if this is one particular group.</p>
7.	DEVELOPER REPRESENTATIVE REPORT
	7.1 In the absence of ST no report was available this month.
8.	DIRECTORS ITEMS
	8.1 There were no directors items.
9.	ANY OTHER BUSINESS
	<p>9.1.1 GP explained to the Board that The Trust no longer allows the school traffic to use our carpark.</p> <p>9.1.2 There has always been a safety concern with children walking through the car park and using the car entrance gate instead of the pedestrian gate. There is the added safety concern of cars crossing the path of pedestrians to enter and exit the car park.</p> <p>9.1.3 An incident occurred three weeks ago when a car was damaged by a school collection driver which prompted GP to approach the school. The head teacher informed him that they close their gates for the same reasons and so the decision was taken to close the gates at school drop off and collection times too. The board unanimously agreed.</p> <p>9.1.4 An LCC representative was observing the school parking situation this week. It is unsure if they were instructed to observe by the school or a resident.</p> <p>9.2.1 JB has been in contact with Lincolnshire Highways in trying to get the speed on the development reduced to 20mph. LCC refused as this is not their policy. They offered alternative suggestions, one of which was to print the speed limit on the road.</p> <p>9.2.2 JB explained that he had seen something he thought would look good at every entrance to the development with the hope of slowing the traffic. Some villages have little picket fence style squares of fencing either side of the road with a sign saying please drive</p>

	carefully through our village. The statistics show a 4-5mph reduction in speed where this is installed. The board agreed this was a good idea and worth considering.
10.	DATE OF NEXT MEETING
	The date of the next meeting will be 7 th December 2023. There being no further business, the meeting closed at 19:30 hrs.



Manager's Report November 2023

Admin

Annual cyber awareness training has been completed by all Team members who have access to IT.

Grounds

Upgrade of the CCTV System at the Centre has now been completed ahead of the planned installation of the 2 CCTV cameras at Jubilee Green Play area.

There has been further vandalism at Jubilee Green Play Park with damage being reported to one of the gates and some fixings around the basketball area removed.

Welland Drive / Nene Close POS centre piece and benches are presently being manufactured once delivered to site the groundwork can begin.

The Centre

Reception exterior lighting should be reinstated the first couple of weeks of November.

Redecoration of the Lounge area is planned for January 24.

The appointed architect has commenced their work regarding the extension to the Centre.

AGP

Fun day at the AGP during the half term break was provided by Peterborough Junior Blues and the majority of children were from Elsea Park.

Operational Groundsman Budget

Salaries	68,200.00	31,596.68	27,143.41	4,453.27	36,603.32	4,181.82	4,331.13	-149.31	4,181.82	4,193.71	-11.90	5,302.99	4,629.22	673.77	5,976.68	4,182.32	1,794.36	5,976.68	4,234.23	1,742.46	5,976.68	5,572.79	403.89		
Employers NI	8,500.00	3,451.77	1,816.95	1,634.82	5,048.23	538.93	538.93	0.00	538.93	129.27	409.67	595.72	128.81	466.90	592.73	128.81	463.91	592.73	250.30	342.43	592.73	640.82	-48.09		
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Repairs and Renewals	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
New equipment and tools	5,000.00	5,000.00	10,483.86	-5,483.86	0.00	460.00	462.71	-2.71	90.00	87.67	2.33	4,450.00	5,969.62	-1,519.62	0.00	287.37	-287.37	0.00	30.16	-30.16	0.00	3,646.33	-3,646.33	Purchase of new bins for the development	
Miscellaneous Expenditure	7,500.00	1,875.00	1,870.78	4.22	5,625.00	215.00	212.00	3.00	60.00	64.17	-4.17	800.00	800.28	-0.28	150.00	147.63	2.37	450.00	446.17	3.83	200.00	200.53	-0.53		
Ditch & Dyke Maintenance, Fence repairs and replacements	24,500.00	4,740.00	4,716.12	23.88	19,760.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	780.00	20.00	780.00	780.00	0.00	60.00	60.72	-0.72	3,100.00	3,095.40	4.60		
Arboricultural Survey & Tree maintenance	7,275.00	720.00	720.00	0.00	6,555.00	220.00	220.00	0.00	0.00	0.00	0.00	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Landscaping Projects (New works)	50,000.00	2,295.00	2,270.94	24.06	47,705.00	1,500.00	1,479.00	21.00	440.00	435.79	4.21	100.00	102.04	-2.04	170.00	168.76	1.24	85.00	85.35	-0.35	0.00	0.00	0.00		
Waste collection (waste bins around the development)	3,150.00	540.00	1,072.50	-532.50	2,610.00	180.00	178.75	1.25	180.00	178.75	1.25	0.00	178.76	-178.76	0.00	178.75	-178.75	0.00	178.75	-178.75	0.00	178.76	-178.76	1.25	
Fuel, Oil and Water	4,500.00	2,515.00	2,570.91	-55.91	1,985.00	540.00	542.70	-2.70	380.00	381.33	-1.33	220.00	218.66	1.34	515.00	515.53	-0.53	430.00	427.38	2.62	430.00	485.31	-55.31		
Vehicle Insurance	2,000.00	2,000.00	3,654.04	-1,654.04	0.00	170.00	168.00	2.00	0.00	0.00	0.00	0.00	1,830.00	3,071.44	-1,241.44	0.00	0.00	0.00	0.00	0.00	0.00	414.60	-414.60	Additional insurance for the Polaris & new Triple Gang mower	
Vehicle repairs & MOT	2,000.00	1,540.00	3,217.31	-1,677.31	460.00	30.00	32.29	-2.29	1,970.00	3,643.36	-1,673.36	-950.00	-952.36	2.36	30.00	31.03	-1.03	460.00	462.99	-2.99	0.00	0.00	0.00		
Play ground inspection	1,500.00	1,100.00	2,849.08	-1,749.08	400.00	0.00	0.00	0.00	0.00	591.60	-591.60	0.00	0.00	0.00	0.00	1,164.88	-1,164.88	1,100.00	1,092.60	7.40	0.00	0.00	0.00		
Groundsman Totals	190,725.00	57,373.45	62,385.90	-5,012.45	133,351.55	8,035.75	8,165.51	-129.76	7,840.75	9,705.65	-1,864.90	11,818.71	12,355.03	-536.32	10,044.41	10,656.52	-612.11	9,154.41	7,268.65	1,885.76	10,479.41	14,234.54	-3,755.13		

Operational The Centre Budget

Staff salaries	11,400.00	5,804.90	4,679.32	1,125.58	5,595.10	967.48	778.55	188.93	967.48	778.82	188.66	967.48	778.55	188.93	967.48	778.55	188.93	967.48	778.55	188.93	967.48	786.30	181.19	
Employers NI & Pension	1,000.00	530.53	291.48	239.05	469.47	88.42	88.42	0.00	88.42	22.83	65.59	88.42	22.82	65.60	88.42	22.82	65.60	88.42	44.78	43.64	88.42	89.80	-1.38	
PRS & Licenses	2,500.00	1,015.00	1,011.03	3.97	1,485.00	160.00	159.00	1.00	0.00	0.00	0.00	180.00	180.00	0.00	675.00	672.03	2.97	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
The Centre repairs, renewals & maintenance	35,000.00	13,415.00	13,414.75	0.25	21,585.00	220.00	218.26	1.74	1,250.00	1,263.38	-13.38	2,725.00	2,722.05	2.95	5,620.00	5,620.62	-0.62	1,800.00	1,800.05	-0.05	1,800.00	1,790.39	9.61	
Business Rates	3,150.00	2,170.00	2,168.37	1.63	980.00	250.00	251.37	-1.37	0.00	0.00	0.00	1,380.00	1,381.13	-1.13	180.00	179.87	0.13	180.00	178.00	2.00	180.00	178.00	2.00	
Water	1,000.00	880.00	877.67	2.33	120.00	80.00	76.22	3.78	100.00	100.62	-0.62	65.00	66.99	-1.99	190.00	190.51	-0.51	295.00	294.15	0.85	150.00	149.18	0.82	
Electricity	1,650.00	849.00	843.05	5.95	801.00	84.00	83.59	0.41	30.00	28.98	1.02	30.00	26.50	3.50	475.00	472.60	2.40	90.00	90.41	-0.41	140.00	140.97	-0.97	
Feed in Tariff	-750.00	-750.00	-1,569.86	819.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-250.00	-651.16	401.16	0.00	0.00	0.00	0.00	0.00	0.00	-500.00	-918.70	418.70	Category moved from Other Income
Gas	1,300.00	982.00	985.56	-3.56	318.00	650.00	655.02	-5.02	160.00	159.61	0.39	0.00	0.00	100.00	99.32	0.68	22.00	22.00	0.00	0.00	50.00	49.61	0.39	
Waste Collection	1,050.00	1,020.00	357.50	662.50	30.00	60.00	59.58	0.42	60.00	59.58	0.42	600.00	59.59	540.42	0.00	59.58	-59.58	240.00	59.58	180.42	60.00	59.59	0.42	
Cleaning	7,500.00	3,500.00	3,498.30	1.70	4,000.00	410.00	410.83	-0.83	770.00	768.41	1.59	465.00	465.48	-0.48	750.00	748.70	1.30	630.00	628.94	1.06	475.00	475.94	-0.94	
Miscellaneous Centre expenditure	1,000.00	665.00	-561.66	1,226.66	335.00	90.00	90.62	-0.62	500.00	494.50	5.50	15.00	12.78	2.22	0.00	-242.48	242.48	30.00	26.46	3.54	30.00	-943.54	973.54	
Proportioned Centre Costs (income)	-6,459.15	-3,750.21	-3,104.12	-646.09	-2,708.94	-664.99	-666.12	1.13	-485.52	-484.31	-1.21	-992.72	-584.59	-408.13	-734.78	-758.88	24.10	-631.61	-551.88	-79.73	-240.59	-58.34	-182.25	
Centre Totals	59,740.85	26,331.22	22,891.39	3,439.83	33,409.63	2,394.92	2,205.34	189.57	3,440.38	3,192.43	247.95	5,273.19	4,480.14	793.05	8,311.12	7,843.25	467.88	3,711.30	3,371.04	340.26	3,200.31	1,799.19	1,401.12	
Combined Expenditure Totals	684,065.85	230,148.56	227,316.81	57,924.93	430,211.75	33,664.69	24,830.53	8,834.16	36,857.60	43,467.60	-6,610.00	41,112.05	47,972.47	-6,860.42	49,382.85	42,641.62	6,741.23	38,379.52	31,205.93	7,173.59	30,751.86	37,198.66	-6,446.80	

Income 2023/2024

		2023/2024 Income Budget	Year to date Budget 01/04/2023 - 30/09/2023	Year to Date Income 01/04/2023 - 30/09/2023	Year to date Variance +/-	Remaining Budget 01/10/2024 - 31/03/2024	April 23 Budget	April 23 Income	Variance + / -	May 23 Budget	May 23 Income	Variance + / -	June 23 Budget	June 23 Income	Variance + / -	July 23 Budget	July 23 Income	Variance + / -	August 23 Budget	August 23 Income	Variance + / -	September 23 Budget	September 23 Income	Variance + / -	Notes
The Trust Income																									
	a	-582,700.00	-480,154.98	-498,661.08	18,506.11	-102,545.03	-347,823.15	-356,341.47	8,518.32	-26,907.02	-34,602.63	7,695.62	-26,686.69	-26,555.38	-131.31	-26,466.37	-30,516.16	4,049.79	-26,246.04	-25,789.24	-456.80	-26,025.72	-24,856.20	-1,169.51	
	b	-24,000.00	-13,600.00	-15,250.00	1,650.00	-10,400.00	-2,000.00	-200.00	-1,800.00	-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	-2,400.00	-1,300.00	-1,100.00	-2,000.00	-1,650.00	-350.00	
	c	-21,000.00	-166.20	-174.79	8.59	-20,833.80	0.00	-4.58	4.58	0.00	-1.35	1.35	0.00	-3.83	3.83	-146.20	-146.20	0.00	-10.00	-9.74	-0.26	-10.00	-9.09	-0.91	
	d	-250.00	-250.00	-7,020.05	6,770.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-250.00	-4,002.50	3,752.50	0.00	3,264.07	-3,264.07	630.00	633.74	-3.74	-630.00	-6,915.36	6,285.36	Sale of Triple Gang mower
The Trust Total Income NET																									
-627,950.00 -494,171.18 -521,105.92 26,934.75 -133,778.83 -349,823.15 -356,546.05 6,722.90 -29,307.02 -38,903.98 9,596.97 -29,336.69 -33,023.31 3,686.62 -29,012.57 -32,736.69 3,724.12 -28,026.04 -26,465.24 -1,560.80 -28,665.72 -33,430.65 4,764.94																									
AGP Income																									
	e	-61,000.00	-25,800.00	-23,185.56	-2,614.44	-35,200.00	-7,500.00	-7,629.08	129.08	-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	-2,800.00	-2,302.64	-497.36	-3,500.00	-3,355.54	-144.46	
	f	-1,870.00	-250.00	-1,038.32	788.32	-1,620.00	0.00	12.91	-12.91	450.00	-458.33	908.33	-50.00	-48.33	-1.67	0.00	0.00	0.00	-350.00	-354.99	4.99	-300.00	-189.58	-110.42	
	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		-34,540.00	-5,206.56	-8,619.91	3,413.35	-29,333.44	3,042.85	3,157.72	-114.87	-5,162.15	-5,140.45	-21.70	-3,053.31	-5,406.95	2,353.64	2,107.70	1,761.77	345.93	-1,027.30	-1,223.82	196.52	-1,114.35	-1,768.18	653.84	
The AGP Total income NET																									
-97,910.00 -31,256.56 -32,843.79 1,587.23 -66,653.44 -4,457.15 -4,458.45 1.30 -9,712.15 -9,572.30 -139.85 -6,603.31 -8,604.25 2,000.94 -1,392.30 -1,014.04 -378.26 -4,177.30 -3,881.45 -295.85 -4,914.35 -5,313.30 398.96																									
The Centre Income																									
	h	-40,000.00	-19,000.00	-16,880.62	-2,119.38	-21,000.00	-3,000.00	-2,145.44	-854.56	-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	-3,500.00	-3,158.07	-341.93	-3,000.00	-2,611.68	-388.32	
		-19,740.85	-7,331.22	-6,010.77	-1,320.45	-12,409.63	605.08	-59.90	664.99	-440.38	-1,204.06	763.68	-2,273.19	-997.39	-1,275.80	-4,811.12	-4,348.94	-462.19	-211.30	-212.97	1.67	-200.31	812.49	-1,012.80	
The Centre Total income NET																									
-59,740.85 -26,331.22 -22,891.39 -3,439.83 -33,409.63 -2,394.92 -2,205.34 -189.57 -3,440.38 -3,192.43 -247.95 -5,273.19 -4,480.14 -793.05 -8,311.12 -7,843.25 -467.88 -3,711.30 -3,371.04 -340.26 -3,200.31 -1,799.19 -1,401.12																									
Total Income																									
-785,600.85 -551,758.95 -576,841.10 25,082.15 -233,841.90 -356,675.22 -363,209.84 6,534.63 -42,459.55 -51,668.71 9,209.16 -41,213.19 -46,107.70 4,894.52 -38,715.99 -41,593.98 2,877.99 -35,914.64 -33,717.73 -2,196.91 -36,780.37 -40,543.14 3,762.77																									
Total Net Budget																									
-101,535.00 -321,610.39 -349,524.30 83,007.08 196,369.86 -323,010.53 -338,379.31 15,368.78 -5,601.95 -8,201.11 2,599.16 -101.14 1,864.77 -1,965.91 10,666.86 1,047.64 9,619.22 2,464.88 -2,511.81 4,976.69 -6,028.51 -3,344.48 -2,684.03																									

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