



AGENDA
Elsea Park Community Trust - AGP

Thursday 7th December 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 2nd November 2023	All
18:15	3 Management Report	GP
18:40	4 Finance Report	GP
18:45	5 AGP	GP
18:55	6 Developer's Report	ST
19:05	6 Directors Items	All
	6a Formal Health & Safety Training	GT
19:15	7 Any Other Business	All
19:30	8 Date of the next meeting: Thursday 1st February 2024	All

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

Present:	Jono Brough	JB	Owner Director (Chairman)
	Michael Marren	MM	Owner Director (Vice Chair)
	Anna Machnik	AMac	Owner Director
	Gary Thomas	GT	Owner Director
	Andrew Higgins	AH	Owner Director
	Peggy Kent	PK	Resident Director
	Simon Temporal	ST	Tilia Homes Representative
	Paul Fellows	PF	SKDC Representative
	Nigel Eveleigh	NE	Bourne Town Council Representative
In Attendance:	Graeme Parrott	GP	Trust Manager
	Bea Laidler	BC	Finance and Admin Officer
	Simon Free	SF	Prospective Owner Director
1.	WELCOME AND APOLOGIES FOR ABSENCE		
	<p>1.1 Apologies were received from Asif Mahmood, Gary Thomas and Barry Cook.</p> <p>1.2 JB welcomed everyone to the meeting and thanked them for attending.</p> <p>1.3 JB introduced SF as a new prospective director.</p> <p>1.4 JB welcomed AH as a new Board member.</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 has contacted the administrator of the Elsea Park Emergency Support Facebook page regarding changing the name to Elsea Park Community Support Bourne Lincolnshire to allow those requiring assistance to contact volunteers directly.	JB	<input checked="" type="checkbox"/>
	Lounge furniture GP is waiting for the decoration to be completed in January before ordering the furniture.	GP	<input checked="" type="checkbox"/>

4.

MANAGEMENT REPORT

GP sent the Management report to the directors ahead of the meeting and gave the following updates:

4.1 NE asked about Xero so GP explained in more detail, adding that The Trust will be starting to use Xero Payroll from January in parallel with SAGE for three months before the SAGE contract terminates at the end of the financial year.

4.2 The additional CCTV cameras within the Community Centre have now been installed and the hirers have been notified.

4.3 GP informed the Board that he plans to remove the 'compulsory' Christmas leave from 2024 for Grounds staff which will allow them to ensure work continues when required.

4.4.1 The Board was asked to set a date for the 2024 AGM as there is a three-day annual leave ban put in place for Admin staff to send out Calling Notices.

4.4.2 The Board agreed on either 23rd October 2024 or 30th October 2024, which will be confirmed in April 2024.

4.5.1 PK was asked if a date had been set for Picnic in the Park for 2024 to which PK confirmed that 29th June 2024 had been selected.

4.5.2 GP commented that the volunteer group is lacking members so they may not be able to run the bar. JB said that he is certain that sufficient assistance will be provided by Directors.

4.6.1 GP said that the improvement works outside the workshop should hopefully act as a deterrent for any future thefts and after the attempted theft of the ATV, additional security measures will be installed.

4.6.2 GP added that all vehicles are locked inside the workshop at night.

4.7.1 Tilia Homes have given their consent for The Trust to install CCTV at Jubilee Park. GP said that he is now waiting for the contractor to start work.

4.7.2 ST added that Tilia will not re-open the play area until CCTV has been installed.

4.8 The Board were informed of damage to the play area equipment at Chester Close where various forms ASB had been observed.

4.9 A contractor had been tasked to flail the by-pass, which is now complete except for areas where concrete bollards obstructed the work.

4.10.1 Land along Haydock Park Drive is being prepared for hedge planting which is likely to be completed by February 2024.

4.10.2 Red and green beech has been chosen to be planted.

4.11.1 GP has requested that overtime is paid rather than TOIL in view that TOIL is building up. The Board agreed unanimously.

4.11.2 ST asked if staff on call are compensated to which GP replied that he has the 'Out of Hours' phone for emergencies.

4.12 PF mentioned that SKDC are rolling out the purple bins, which GP expressed his concerns about the number of bins at the flats on Water Lane following contact from a resident. It is hoped that SKDC will come up with an alternative solution soon.

	<p>4.13 GP asked the Board to increase the manager spend limit as the current limit has been in place for a number of years and the Board is being approached more regularly for consent to spend. JB suggested £10,000 to which everyone agreed.</p> <p>4.14 GP and the Head Groundsman will be meeting with a ditch and ponds contractor in an effort expedite the outstanding work.</p>
5.	FINANCE REPORT
	<p>5.1 BL sent the finance reports and narrative to the Board prior to the meeting.</p> <p>5.2 She went on to explain the variances including compensation for electricity received from Bionic and costs reclaimed from Virgin Media for repairs made to the path at Welland Drive.</p> <p>5.3 SF asked if future expenditure will be more than the income. JB explained that future income should cover all expenditure due to the link to CPI and the budget is already carefully managed.</p> <p>5.4 BL will prepare figures for the 2024 pay review to be discussed in April. Action: BL</p>
6.	AGP
	<p>6.1 JB feels that 2024 looks very positive with the pitch usage and there will hopefully be two academies hiring the facility to take up daytime usage.</p> <p>6.2 NE asked about a specific hirer and GP responded that the hirer had a three-week ban. The hirer has been issued with a final warning and is now being closely monitored.</p> <p>6.3.1 GP explained that November and March are good milestones that indicate how productive the AGP is.</p> <p>6.3.2 He added that November 2023 is likely to be the first month to achieve income in excess of expenditure.</p> <p>6.4 NE asked about the expected income from the academies. GP stated that the expenditure will inevitably increase, but this should be covered by the increased revenue, unfortunately it is not expected to be that significant to reduce the current shortfall. It is a positive move in increasing usage and income.</p> <p>6.5 JB asked about increasing revenue from advertising. GP stated that when he looked into this, advertising could only be placed in one specific area where it would not be noticed so this idea was dismissed.</p>
7.	DEVELOPER REPRESENTATIVE REPORT
	<p>ST gave a brief overview of Tilia Homes to the new directors and explained the relationship between Tilia Homes and The Trust.</p> <p>7.1 Tilia are continuing with the remedial work on the 'legacy' roads.</p> <p>7.2 ST explained that he has built up a good relationship with Highways, who are happy to accept specific areas of work.</p> <p>7.3 Zone 9 is having the Linear Park extension cleared and plans are being discussed for the AGP area.</p>

	<p>7.4 ST explained that there are external issues which are delaying work.</p> <p>7.5 JB commented on the AGP play area and the Jubilee play area which are flooded because of the clay soil not allowing the water to drain.</p> <p>7.6.1 GP asked about the AGP drains to which ST responded that Tilia are looking at alternative solutions and hope to give GP an update next week. Action: ST</p> <p>7.6.2 GP added that excess water, which isn't flowing away, is now causing issues with the floodlights.</p> <p>7.7 JB said that he is disappointed with LCC's decision not to white line the roads at the junction of Haydock Park Drive and Newton Abbot Way. ST stated that was not a requirement placed on Tilia Homes but may be conducted at a later date by LCC.</p>
8.	DIRECTORS ITEMS
	<p>8 Formal Health & Safety Training</p> <p>8.1.1 GP stated that he has been liaising with Avensure, The Trust's Health & Safety advisor, who has reviewed The Trust's documentation regarding H&S and found the procedures to be adequate.</p> <p>8.1.2 GP and LG are looking at obtaining an IOSH certification.</p> <p>8.1.3 JB said that he completed the IOSH course last year and is now qualified. He feels that GP and LG taking the course is a good idea, but he has no immediate concerns about The Trust's procedures.</p>
9.	ANY OTHER BUSINESS
	<p>9.1 JB expressed his thanks to everyone for all their efforts and wished everyone a Merry Christmas.</p>
10.	DATE OF NEXT MEETING
	<p>The date of the next meeting will be 1st February 2024.</p> <p>There being no further business, the meeting closed at 20:05 hrs.</p>



Manager's Report December 2023

Admin

Xero Advisor Accreditation training commencing for two of the Admin team in December.

Preparation work is commencing for a change to the Direct Debit collection provider for collections from 1st April 2024.

Grounds

We are still awaiting the installation of the two CCTV columns at Jubilee Green Play Park.

Further damage was reported the weekend of 11th / 12th November resulting in a couple of pieces of equipment being severely damaged. The Park is now closed, Heras fencing has been erected to secure the area.

Welland Drive / Nene Close POS centre piece and benches have now been delivered and we await an all clear from the developer's legal team to proceed on site.

Attempt theft of vehicle (ATV) occurred early hours of Saturday 11th November this was partially unsuccessful and the vehicle was soon recovered back to our compound.

The wood store next to the workshop has now been built allowing us to keep a supply of fencing material on site.

Damaged fence Russell Way has been replaced following collision with motor vehicle.

The Centre

Reception exterior lighting has now been fitted.

Additional CCTV cameras are being fitted to cover both lounge and kitchen following advice received from our H & S advisors as these are hireable spaces for use by members of the public.

AGP

We still await the information regarding the solution being offered by the contractors regarding the drainage issue at the pitch.

Both football Academies for September 2024 are informing The Trust that they are on target for a September 24 commencement date.

Operational Trust Budget



Item	2023/2024 Spend Budget	Year to date Budget 01/04/2023 - 31/10/2023	Year to Date Expenditure 01/04/2023 - 31/10/2023	Year to date Variance +/-	Remaining Budget	August 23 Budget	August 23 Expenditure	Variance +/-	September 23 Budget	September 23 Expenditure	Variance +/-	October 23 Budget	October 23 Expenditure	Variance +/-	Notes
Office Staff Salaries	99,800.00	59,048.05	59,097.72	-49.67	40,751.95	8,262.01	8,261.20	0.81	8,262.01	8,275.60	-13.59	8,150.79	8,190.11	-39.32	
Employers NI & Pension	11,400.00	6,751.01	4,034.91	2,716.09	4,648.99	946.65	468.77	477.88	946.65	915.63	31.02	992.83	898.58	94.24	
Staff Training	4,500.00	3,250.00	3,256.00	2,032.00	1,250.00	600.00	600.00	0.00	250.00	250.00	0.00	0.00	0.00	0.00	
Recruitment & Other Staffing Costs	7,700.00	4,855.00	4,835.33	4,381.81	2,845.00	575.00	574.10	0.90	650.00	649.05	0.95	970.00	968.20	1.80	
Workwear & PPE	1,100.00	1,100.00	1,519.43	1,100.00	0.00	90.00	111.97	-21.97	0.00	192.95	-192.95	0.00	203.83	-203.83	
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	1,800.00	3,577.99	1,547.00	0.00	0.00	0.00	0.00	1,100.00	2,359.00	-1,259.00	0.00	515.00	-515.00	Increased post and postage costs
Office Stationery	2,700.00	1,290.00	1,276.87	992.97	1,410.00	-725.00	-726.29	1.29	840.00	836.08	3.92	50.00	47.14	2.86	
Travel & Subsistence	150.00	120.00	126.42	120.00	30.00	5.00	5.49	-0.49	0.00	0.00	0.00	10.00	11.48	-1.48	
Telephone/Mobile and Broadband	3,800.00	495.00	490.81	409.85	3,305.00	75.00	75.80	-0.80	55.00	53.20	1.80	85.00	84.31	0.69	
Website, IT and Software	3,400.00	2,535.00	1,398.74	3,653.35	865.00	185.00	182.17	2.83	230.00	228.57	1.43	1,180.00	1,183.81	-3.81	
Membership & Subscriptions	200.00	95.00	89.80	95.00	105.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Donations	3,400.00	670.00	599.31	670.00	2,730.00	0.00	0.00	0.00	0.00	-71.57	71.57	95.00	95.58	-0.58	Income from MacMillan Coffee morning not paid until October
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	0.00	0.00	0.00	
Legal Fees	3,700.00	505.00	505.00	505.00	3,195.00	0.00	0.00	0.00	325.00	325.00	0.00	80.00	80.00	0.00	
Professional Fees & Land Registry	500.00	36.00	30.00	36.00	464.00	3.00	3.00	0.00	0.00	0.00	0.00	15.00	12.00	3.00	
Insurance	7,900.00	4,730.00	4,718.02	4,730.00	3,170.00	3,900.00	3,888.31	11.69	0.00	0.00	0.00	0.00	0.00	0.00	
Office Equipment	1,500.00	1,500.00	2,450.70	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Miscellaneous Expenditure	3,000.00	1,925.00	1,913.08	1,680.20	1,075.00	480.00	480.00	0.00	170.00	168.59	1.41	510.00	510.35	-0.35	
Bird boxes	400.00	140.00	139.35	140.00	260.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Trust Community Grants	1,000.00	0.00	-518.27	0.00	1,000.00	0.00	0.00	0.00	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	0.00	0.00	0.00	
Anniversary Weekend & Christmas party	5,000.00	5,000.00	4,905.36	4,825.75	0.00	0.00	80.00	-80.00	0.00	0.00	0.00	0.00	6.20	-6.20	
Charges (card machine & bank)	7,000.00	5,345.00	5,337.42	4,481.76	1,655.00	690.00	691.60	-1.60	650.00	655.50	-5.50	580.00	580.73	-0.73	
Proportioned Centre Costs	6,459.15	4,930.21	3,662.37	4,264.09	1,528.94	631.61	551.88	79.73	240.59	58.34	182.25	1,180.00	558.25	621.75	
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	357.50	0.00	74,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	357.50	-357.50	
Events Team expenses	0.00	0.00	264.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Contribution to The Centre	19,740.85	7,177.53	7,102.21	7,117.63	12,563.32	211.30	212.97	-1.67	200.31	-812.49	1,012.80	-153.69	1,091.44	-1,245.13	
Contribution to the AGP	34,540.00	8,679.70	5,424.99	11,837.42	25,860.30	5,406.95	1,223.82	4,183.13	-1,761.77	1,768.18	-3,529.95	1,223.82	-3,194.92	4,418.74	
Trust Totals	360,690.00	126,777.50	121,395.32	63,586.25	208,052.20	21,336.51	16,684.79	4,651.72	12,157.79	15,851.63	-3,693.84	14,968.75	12,199.59	2,769.16	

AGP Budget

Salaries	32,000.00	19,428.18	19,281.63	146.55	12,571.82	2,543.70	2,452.00	91.71	2,518.82	2,524.87	-6.06	2,499.25	2,494.15	5.09	
Employers NI & Pension	3,560.00	2,129.79	1,269.78	860.01	1,430.21	298.60	142.26	156.34	295.53	292.67	2.86	312.17	287.21	24.96	
AGP Business Rates	1,700.00	895.00	1,207.84	-312.84	805.00	105.00	99.00	6.00	105.00	99.00	6.00	100.00	99.00	1.00	
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	0.00	0.00	0.00	
AGP Repair & Maintenance	1,500.00	1,500.00	2,019.23	-519.23	0.00	230.00	233.33	-3.33	410.00	818.46	-408.46	0.00	122.76	-122.76	Insufficient budget set
AGP Electricity	9,600.00	3,065.00	3,062.53	2.47	6,535.00	1,630.00	1,627.99	2.01	610.00	611.85	-1.85	610.00	608.96	1.04	
AGP Gas	1,500.00	620.00	570.25	49.75	880.00	-1,500.00	-1,540.44	40.44	75.00	74.77	0.23	90.00	86.62	3.38	
AGP Insurance	600.00	600.00	600.00	0.00	0.00	600.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Equipment	3,000.00	105.00	105.07	-0.07	2,895.00	0.00	0.00	0.00	80.00	81.15	-1.15	0.00	0.00	0.00	
AGP Cleaning/Materials	1,000.00	245.00	244.43	0.57	755.00	145.00	143.66	1.34	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Communications & Software	1,750.00	190.00	178.53	11.47	1,560.00	30.00	28.54	1.46	30.00	27.77	2.23	30.00	27.39	2.61	
AGP Health & Safety	2,700.00	980.00	957.19	22.81	1,720.00	0.00	0.00	0.00	360.00	353.34	6.66	320.00	315.39	4.61	
AGP Pitch Maintenance	7,000.00	3,200.00	5,122.82	-1,922.82	3,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Miscellaneous	3,500.00	2,720.00	2,727.93	-7.93	780.00	95.00	95.12	-0.12	430.00	429.42	0.58	460.00	461.96	-1.96	
AGP Totals	72,910.00	35,677.97	37,347.23	-1,669.26	37,232.03	4,177.30	3,881.45	295.85	4,914.35	5,313.30	-398.96	4,421.41	4,503.44	-82.03	

Operational Groundsman Budget

Salaries	68,200.00	37,686.84	33,136.27	4,550.57	30,513.16	5,976.68	4,234.23	1,742.46	5,976.68	5,572.79	403.89	6,090.16	5,992.86	97.30	
Employers NI	8,500.00	4,248.62	2,532.54	1,716.08	4,251.38	592.73	250.30	342.43	592.73	640.82	-48.09	796.85	715.59	81.27	
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	
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	
New equipment and tools	5,000.00	5,000.00	11,125.69	-6,125.69	0.00	0.00	30.16	-30.16	0.00	3,646.33	-3,646.33	0.00	641.83	-641.83	
Miscellaneous Expenditure	7,500.00	7,500.00	9,486.75	-1,986.75	0.00	450.00	446.17	3.83	200.00	200.53	-0.53	5,625.00	7,615.97	-1,990.97	
Ditch & Dyke Maintenance, Fence repairs and replacements	24,500.00	5,190.00	5,168.40	21.60	19,310.00	60.00	60.72	-0.72	3,100.00	3,095.40	4.60	450.00	452.28	-2.28	
Arboricultural Survey & Tree maintenance	7,275.00	720.00	720.00	0.00	6,555.00	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	2,765.00	2,739.67	25.33	47,235.00	85.00	85.35	-0.35	0.00	0.00	0.00	470.00	468.73	1.27	
Waste collection (waste bins around the development)	3,150.00	540.00	1,072.50	-532.50	2,610.00	0.00	178.75	-178.75	180.00	178.76	1.25	0.00	0.00	0.00	
Fuel, Oil and Water	4,500.00	2,910.00	2,965.16	-55.16	1,590.00	430.00	427.38	2.62	430.00	485.31	-55.31	395.00	394.25	0.75	
Vehicle Insurance	2,000.00	2,000.00	3,654.04	-1,654.04	0.00	0.00	0.00	0.00	0.00	414.60	-414.60	0.00	0.00	0.00	Additional insurance for the Polaris & new Triple Gang mower
Vehicle repairs & MOT	2,000.00	1,850.00	3,525.99	-1,675.99	150.00	460.00	462.99	-2.99	0.00	0.00	0.00	310.00	308.68	1.32	
Play ground inspection	1,500.00	1,100.00	2,849.08	-1,749.08	400.00	1,100.00	1,092.60	7.40	0.00	0.00	0.00		0.00	0.00	
Groundsman Totals	190,725.00	71,510.46	78,976.09	-7,465.63	119,214.54	9,154.41	7,268.65	1,885.76	10,479.41	14,234.54	-3,755.13	14,137.01	16,590.19	-2,453.18	

Operational The Centre Budget

Staff salaries	11,400.00	6,730.97	5,417.03	1,313.94	4,669.03	967.48	778.55	188.93	967.48	786.30	181.19	926.07	737.71	188.36	
Employers NI & Pension	1,000.00	620.77	372.63	248.14	379.23	88.42	44.78	43.64	88.42	89.80	-1.38	90.24	81.15	9.09	
PRS & Licenses	2,500.00	1,015.00	1,011.03	3.97	1,485.00	0.00	0.00	0.00	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	
The Centre repairs, renewals & maintenance	35,000.00	15,715.00	15,715.91	-0.91	19,285.00	1,800.00	1,800.05	-0.05	1,800.00	1,790.39	9.61	2,300.00	2,301.16	-1.16	
Business Rates	3,150.00	2,350.00	2,346.37	3.63	800.00	180.00	178.00	2.00	180.00	178.00	2.00	180.00	178.00	2.00	
Water	1,000.00	1,000.00	1,024.68	-24.68	0.00	295.00	294.15	0.85	150.00	149.18	0.82	120.00	147.01	-27.01	
Electricity	1,650.00	969.00	958.57	10.43	681.00	90.00	90.41	-0.41	140.00	140.97	-0.97	120.00	115.52	4.48	
Feed in Tariff	-750.00	-750.00	-1,569.86	819.86	0.00	0.00	0.00	0.00	-500.00	-918.70	418.70	0.00	0.00	0.00	Category moved from Other Income
Gas	1,300.00	1,092.00	1,096.50	-4.50	208.00	22.00	22.00	0.00	50.00	49.61	0.39	110.00	110.94	-0.94	
Waste Collection	1,050.00	1,050.00	476.67	573.34	0.00	240.00	59.58	180.42	60.00	59.59	0.42	30.00	119.17	-89.17	
Cleaning	7,500.00	4,120.00	4,115.44	4.56	3,380.00	630.00	628.94	1.06	475.00	475.94	-0.94	620.00	617.14	2.86	
Miscellaneous Centre expenditure	1,000.00	695.00	-530.88	1,225.88	305.00	30.00	26.46	3.54	30.00	-943.54	973.54	30.00	30.78	-0.78	
Proportioned Centre Costs (income)	-6,459.15	-4,930.21	-3,662.37	-1,267.84	-1,528.94	-631.61	-551.88	-79.73	-240.59	-58.34	-182.25	-1,180.00	-558.25	-621.75	
Centre Totals	59,740.85	29,677.53	26,771.72	2,905.81	30,063.32	3,711.30	3,371.04	340.26	3,200.31	1,799.19	1,401.12	3,346.31	3,880.33	-534.02	
Combined Expenditure Totals	684,065.85	263,643.46	264,490.36	57,357.17	394,562.09	38,379.52	31,205.93	7,173.59	30,751.86	37,198.66	-6,446.80	36,873.48	37,173.55	-300.07	

Income 2023/2024

		2023/2024 Income Budget	Year to date Budget 01/04/2023 - 31/10/2023	Year to Date Income 01/04/2023 - 31/10/2023	Year to date Variance + / -	Remaining Budget 01/11/2024 - 31/03/2024	August 23 Budget	August 23 Income	Variance + / -	September 23 Budget	September 23 Income	Variance + / -	October 23 Budget	October 23 Income	Variance + / -	Notes
The Trust income																
Annual charge	a	-582,700.00	-505,960.37	-530,050.84	24,090.48	-76,739.64	-26,246.04	-25,789.24	-456.80	-26,025.72	-24,856.20	-1,169.51	-25,805.39	-31,389.76	5,584.37	
Administration fees	b	-24,000.00	-15,600.00	-20,393.36	4,793.36	-8,400.00	-2,400.00	-1,300.00	-1,100.00	-2,000.00	-1,650.00	-350.00	-2,000.00	-5,143.36	3,143.36	
Interest earned	c	-21,000.00	-176.20	-183.46	7.26	-20,823.80	-10.00	-9.74	-0.26	-10.00	-9.09	-0.91	-10.00	-8.67	-1.33	
Other	d	-250.00	-250.00	-8,512.42	8,262.42	0.00	630.00	633.74	-3.74	-630.00	-6,915.36	6,285.36		-1,492.37	1,492.37	Sale of Triple Gang mower
The Trust Total income NET		-627,950.00	-521,986.57	-559,140.08	37,153.52	-105,963.44	-28,026.04	-26,465.24	-1,560.80	-28,665.72	-33,430.65	4,764.94	-27,815.39	-38,034.16	10,218.77	

AGP Income																
Football pitch bookings	e	-61,000.00	-33,300.00	-30,593.50	-2,706.50	-27,700.00	-2,800.00	-2,302.64	-497.36	-3,500.00	-3,355.54	-144.46	-7,500.00	-7,407.94	-92.06	
Pavilion lettings	f	-1,870.00	-550.00	-1,328.74	778.74	-1,320.00	-350.00	-354.99	4.99	-300.00	-189.58	-110.42	-300.00	-290.42	-9.58	
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		-34,540.00	-1,827.97	-5,424.99	3,597.02	-32,712.03	-1,027.30	-1,223.82	196.52	-1,114.35	-1,768.18	653.84	3,378.59	3,194.92	183.67	
The AGP Total income NET		-97,910.00	-35,677.97	-37,347.23	1,669.26	-62,232.03	-4,177.30	-3,881.45	-295.85	-4,914.35	-5,313.30	398.96	-4,421.41	-4,503.44	82.03	

The Centre Income																
Avalon Bookings	h	-40,000.00	-22,500.00	-19,669.51	-2,830.49	-17,500.00	-3,500.00	-3,158.07	-341.93	-3,000.00	-2,611.68	-388.32	-3,500.00	-2,788.89	-711.11	
Trust Subsidy		-19,740.85	-7,177.53	-7,102.21	-75.32	-12,563.32	-211.30	-212.97	1.67	-200.31	812.49	-1,012.80	153.69	-1,091.44	1,245.13	
The Centre Total income NET		-59,740.85	-29,677.53	-26,771.72	-2,905.81	-30,063.32	-3,711.30	-3,371.04	-340.26	-3,200.31	-1,799.19	-1,401.12	-3,346.31	-3,880.33	534.02	

Total Income		-785,600.85	-587,342.06	-623,259.03	35,916.97	-198,258.79	-35,914.64	-33,717.73	-2,196.91	-36,780.37	-40,543.14	3,762.77	-35,583.11	-46,417.93	10,834.82	
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Total Net Budget		-101,535.00	-323,698.61	-358,768.68	93,274.14	196,303.31	2,464.88	-2,511.81	4,976.69	-6,028.51	-3,344.48	-2,684.03	1,290.37	-9,244.38	10,534.75	
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Tilia Homes Limited – Elsea Park Development Update 7/12/2023

- Road adoptions –

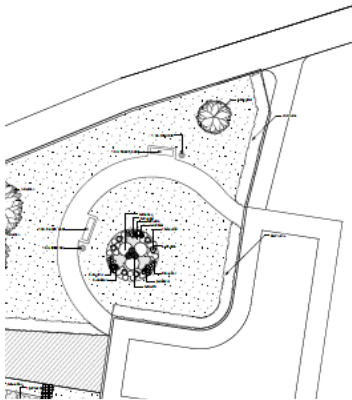
Please see the plan below which identifies the zones the adoptable roads fall under on Elsea Park:



Update by Zone:

- **Zone 1** - All the snagging has been completed by Tilia Homes (Tilia). Tilia are awaiting architects to complete the updated 'As Built' drawings. Once the above completed. Roads will be put forward for adoption by Lincolnshire Highways (LCC)
- **Zone 2** – All roads have been adopted in this zone
- **Zone 3** - All the snagging has been completed by Tilia Homes. Tilia are awaiting architects to complete the updated 'As Built' drawings. Once the above completed. Roads will be put forward for adoption by LCC
- **Zone 3 Community Centre** – Roads and footpaths have been completed. We are awaiting core tests by Lincolnshire Highways so can progress roads onto maintenance period before adoption (Targeting 2024/2025 for adoption by LCC)
- **Zone 4A - (Newton Abbey Way)** – Roads and footpaths are surfaced. There are some issues with streetlights to resolve and then we will move forward with progressing adoption with LCC. Tilia have checked with LCC and we have been advised there are no white lines to be added to this area of the road by Tilia
- **Zone 4B - (Haydock Park Drive)** – Roads and footpaths are topped. There are some issues with streetlights to resolve and then we will move forward with progressing adoption with LCC. Tilia have checked with LCC and we have been advised there are no white lines to be added to this area of the road by Tilia
- **Zone 5** – All footpaths have been surfaced. Iron works are being progressed and targeted to be completed in January. Surfacing targeted for February (Dates to be confirmed to the Trust nearer the time)
- **Zone 9** - (Football pitch area) - Kerb changes marked by LCC. Contractor instructed and works to be started once Zone 5 works completed. Dates to be confirmed in the new year

- **Zone 9 Linear park five link footway** – We are still awaiting formal confirmation that planning has been approved for the linear park adoptable footpath connection. Until confirmation of planning approval, we cannot provide dates for the works to commence
- **Landscaping around Zone 5 (6)** – Area still be maintained by Tilia Homes. Weed treatment has been working. Additional weed treatment targeted for January 2024. Following the next stage of weed treatment, Tilia will review the results and liaise with the Trust in relation to potential handover inspection dates in 2024
- **Zone 5 Play area** – Unfortunately due to large scale vandalism. The play area will be closed until all repairs have been carried out and CCTV installed (No available date at this time). Tilia have agreed for the Trust to install CCTV in this area to hopefully mitigate vandalism to this area.
- **Zone 5 (6) LAP and landscaping (Old Compound)** – The Trust have now taken handover of the maintenance of this area. Tilia still have a footpath that connects onto the cycle path to install in this area (Please see plan below). This work has been instructed and we will be liaising with the homeowners affected by these works over the coming weeks. The works is targeted to take place in January 2024



- **Zone 9 play area** –Tilia have met with the Trust in relation to the works to be carried out to the play area and agreed the forward plan. These works are likely to take place in January/February 2023 (Dependent on weather). Unfortunately, it is unlikely that the play area will be open until spring/summer 2024 (As we cannot open the play area until the connecting footpaths are installed)
- **Zone 9 POS completion** – Tilia are waiting on further surveys in relation to this area. Once the surveys have been completed. Contractors will be instructed to re-level the area to the agreed plans. The missing footpath will follow the re-leveling works. The groundworks are targeted to start in the new year. A date will hopefully be available at the next Directors meeting. The area is currently being treated for weeds and tidied. Any seeding will likely take place in spring 2024
- **Footpath on Linear park/Linear Park** – The area has now been cleared of vegetation. We are awaiting dates for waste/fly tipping to be removed. This should hopefully take place prior to the Christmas break. The area is now being surveyed so the appropriate groundworks can be carried out to level the area to the agreed plans. The groundworks are targeted to start in the new year. A date will hopefully be available at the next Directors meeting. The area is currently being treated for weeds and tidied. Any seeding will likely take place in spring 2024. The footpath connection will be installed once location approved by planning
- **Orgrey pond** – The Trust have accepted maintenance handover of this area and all Tilia works have now been completed

- **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** – The ditches are now being 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 have chased delivery and installation
- **Bourne Community Centre parcel** – The landscaped areas are complete and being maintained by Tilia. Tilia need to arrange a date with the Trust to inspect for handover. Likely to be in the new year.

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