



AGENDA

Elsea Park Community Trust - AGP

Thursday 1st February 2024 – 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 7th December 2023	All
18:15	3 Management Report	GP
	3a Water Lane bins	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
	6b Community Bus	MM
19:15	7 Any Other Business	All
19:30	8 Date of the next meeting: Thursday 7th March 2024	All

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

Present:	Michael Marren	MM	Owner Director (Vice Chair)
	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
	Emma Sturman	ES	Admin Assistant
	Simon Free	SF	Prospective Owner Director
1.	WELCOME AND APOLOGIES FOR ABSENCE		
	<p>1.1 Apologies were received from Jono Brough, Asif Mahmood, Anna Machnik and Barry Cook.</p> <p>1.2 MM 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
	There were no actions from the previous meeting to discuss.		<input checked="" type="checkbox"/>
4.	MANAGEMENT REPORT		
	<p>4.1 A build licence is required from Allison Homes before work can commence on Welland Drive POS. This should be back next Friday. GP should have an update by the March meeting. ACTION:GP</p> <p>4.2.1 Weekend hall hires are being booked fast. The online booking system has helped, giving ease of booking. If anyone wants to book in this year, they will need to get in quick as slots are going fast.</p> <p>4.2.2 The Saturday earlier finish time does not appear to be putting people off booking.</p> <p>4.2.3 Weekday hall bookings were almost at full capacity, unfortunately one hirer has cancelled their regular hire to relocate after just four weeks. They found a different venue with storage, which will be available with the new extension.</p> <p>4.2.3 The Lounge has been decorated and some positive comments have been received. The corridor and toilets are due to be painted beginning of March.</p>		

4.2.3 The new caretaker seems to be working out well so far, three weeks in. He has a lot of jobs to work through that have built up over the last year with no caretaker.

4.3.1 GP showed the finalised plans for the new extension of The Centre. He added that we have gone for the flat roof with a lantern window to allow as much light in as possible.

4.3.2 GP explained that there is 12 weeks planning then building control and then the tendering process. The architect has been instructed to oversee every aspect of the build process to take the responsibility from The Trust.

4.4.1 Transfers of land from developers.

4.4.1 The land should be transferred to The Trust on completion of 50% of the properties on each plot. A developer has some land on The Pollards, Chepstow Drive and zones 4 & 5 some of which have been completed 10 years ago but land has not yet been transferred. GP has instructed Buckles to act on our behalf to get the transfer finalised.

4.4.2 Included in the land to be transferred are two play parks that after 10 years need some remedial work, before they are transferred to The Trust.

4.4.3 The developer on zone 9a unlike other sites are not happy to let The Trust do any work on their land before transfer. The concern is, what will happen when they leave the site? To stop them moving off site before the land is transferred to us GP has suggested that we do not sign and return anymore TP1s. The issue with this is that it would inconvenience purchasers and would hold up sales until the land is transferred which would not be ideal. GP has suggested that that particular developer pays a holding sum to EPCT as security until the land is transferred to us. It is expected that the developer will come back with a counter-offer.

4.5 GP is meeting with Barratt David Wilson on 15th February to push for the transfer of Chester Close POS and to inspect other areas of Zone 4b that require their attention.

4.6 A meeting has been arranged with GP, LCC and SKDC onsite Thursday morning, regarding the temporary diversion on the public right of way/footpath. This has not been adopted.

4.7 There is an issue with the number of bins for the Water Lane flats with nowhere to store them, therefore they are cluttering the pavement. GP has been in communication with SKDC, LCC and Clarion Housing. Clarion have said that the purple bins can be replaced with communal bins instead of one per flat. They are going to consult with the residents. This has been an ongoing problem which needs to be resolved. SKDC and clarion will rectify the issue and The Trust are happy to make a contribution towards the cost.

5.

FINANCE REPORT

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

5.2 The figures will show an overspend which is due to the architect's fees which will be moved to assets.

5.3 MM asked about the new direct debit company. The setting up with the new direct debit provider has been smooth so far. We have had one resident on the new system for the last year and there have been no issues.

6.

AGP

6.1 January has been a busy month for the AGP. The wet weather has encouraged use of the pitch over grass pitches.

	<p>6.2 During the heavy downpour sandbags were used to prevent the water coming onto the pitch.</p> <p>6.3 England over 70s have hired the pitch on 7th February, with a lunch provided by Georges.</p> <p>6.4.1 There are concerns over the unforeseen costs of maintenance. Servicing of floodlights is expensive and there is a shortage of people able to do this. 12 months inspection of the pitch has been postponed a number of times due to shortage of inspectors. There should be a FA pitch inspection every 3 years which is due in May which nobody was aware was a requirement. Further costs to regenerate the pitch are expected but not budgeted for.</p> <p>6.4.2 With two academies due to start in September during the quiet daytime hours, this should bring in extra income. This in turn brings with more usage, more maintenance costs. MM asked, how long are we tied to the FA pricing and could we look at the original agreement. GP was not involved in the set up of the AGP and has not seen an agreement so he will consult with those that were. ACTION: GP</p> <p>6.5 MM asked if the last payment has been received from the FA. GP explained that the payment is not expected to be received until the land has been transferred over to us. With issues over drainage etc this could take some time.</p> <p>6.6 A junior mini tournament is being arranged for half term and a bigger event is being organised for the Easter school break.</p>
7.	DEVELOPER REPRESENTATIVE REPORT
	<p>7.1 ST presented his update see attached document. There were no questions.</p>
8.	DIRECTORS ITEMS
	<p>8.1.1 GT suggested staff should be trained in IOSH or NEBOSH. GP will speak to the team and HR. ACTION:GP</p> <p>8.1.2 All of the attending directors felt that as it came recommended by our H&S provider, they believe it is very important and would like further discussions on this.</p> <p>8.2.1 Community Bus. After a brief discussion as this topic has been discussed to great lengths previously, MM gave three options a: to continue as we are b: to finish at the end of the year c: to finish now and he called a vote. ST abstained from the vote due to a possible conflict of interest, everyone else in attendance voted to no longer offer reimbursement of costs for the connect bus as of today.</p> <p>8.2.2 GP expressed his concern of the section 106 agreement and needing to get an amendment. GP to investigate further. ACTION:GP</p> <p>8.3.1 GT has been approached by a resident who was looking into the possibility of having their coffee trailer open outside the Community Centre. It was discussed that we thought he would not have enough footfall to make a profit. GP suggested the best location would be the AGP on Saturdays. All attending agreed. The Board have previously refused a chip van, mainly due to smells and queues of people. A concern is that if we allow one trailer to set up on our land would this open up the possibility for other less suitable food vans to approach The Trust to trade too.</p>

	<p>8.3.2 GP pointed out that the trailer is currently sited on an Elsea Park driveway which contravenes the restrictions of every property on the development, therefore no agreement can be reached until it is moved.</p> <p>8.3.3 GP was concerned that the trailer will not fit in the suggested location and risks damaging surroundings. He also had a concern about the generator noise whilst the trailer was in use.</p> <p>8.3.4 It was decided that when this person has their documents and licences in place, GP will have a conversation with him.</p> <p>8.4.1 PK said that George is happy to do the food for Picnic in the Park event again this year (Saturday 29th June). To reduce the wastage of food not being picked up GP suggested that a deposit is taken for each portion ordered and this is then given back as a drinks token. The number of slots available has been increased and an extra food choice has been added. A limit of four portions per household.</p> <p>8.4.2 PK asked if the event is to be the same format as the previous year or should there be a change, add or remove anything. GP suggested having a magician or street entertainment.</p> <p>8.4.3 PK asked if the Events group would be able to do the bar again this year. GP confirmed that they would be doing the bar for this event as they will need the profits to pay for the Childrens Christmas Party.</p> <p>8.4.4 GP to contact the insurance provider to get the event underwritten. ACTION:GP</p> <p>8.4.5 GP suggested we set a budget for the event. This is to be discussed at the next board meeting when BL is present with the figures. ACTION:BL</p> <p>8.5 PF mentioned that it is likely that Bourne Town Council will hold their summer event a couple of weeks before our Picnic in the Park event.</p> <p>8.6 JB has asked for articles for the newsletter. MM asked if GP could submit something showing actions from previous board meeting minutes to show what The Trust have achieved. ACTION:GP</p> <p>8.7 ES suggested maybe one of the groundsmen would be able to put something together regarding plants for the wildlife, as this was done some time ago by The Head Groundsman at the time. GP will ask the groundsmen if they wish to submit a piece. ACTION:GP</p> <p>8.8 PF would like ideas to entice activities for the youths to join in and how we can engage with the younger society and give them something that they will enjoy. ACTION:ALL</p>
9.	ANY OTHER BUSINESS
	9.1 MM expressed his thanks to everyone for all their efforts.
10.	DATE OF NEXT MEETING
	<p>The date of the next meeting will be 7th March 2024. GT will be unable to attend the next meeting and gave his apologies.</p> <p>There being no further business, the meeting closed at 20:15 hrs.</p>



Manager's Report February 2024

Admin

All admin staff have completed their annual Cyber Crime awareness training. Two members of the team have completed Xero Accounting certification and one has completed Xero Payroll certification in readiness for the April change over to Xero for payroll.

The New Direct Debit system is up and running with new residents being directed to the web site to sign up.

Residents with established Direct Debits are not required to sign up again.

Grounds

First day back to work of the new year was met with torrential rain on top of an already raised water table which saw Wake Ponds and most of the ditches along the bypass running at full capacity and in various locations over top.

The Grounds team stayed on call until 9pm in the evening until the water subsided. Although there was no residential flooding on the development, Hydra Snake flood bags were supplied to the properties at greatest risk.

The Hydra Snake flood bags were also deployed at the AGP football pitch to divert water away from the pitch and the supply of flood bags has now been fully replenished.

Hedging work is just about completed ready for the new season.

Replacement of the safety matting has taken place at Cookes Field Play Park on the Rotator Overhead piece of equipment.

The CCTV Columns have been installed at Jubilee Park and it is hoped that the cameras will be installed and commissioned by the middle of February.

A street waste bin installed on Nurburgring Gardens.

Two further street waste bins have been replaced, one on Cooks Field play park and one on Haydock Park Drive.

Investigations are underway to find a solution to raise the consumer electricity unit at Wake Ponds by removing it from the flood area.

Currently the pond pumps are not working as the flood at the beginning of the year has damaged the consumer unit.

The new purple lidded bins continue to cause issues around the Water Lane flats with the Grounds Team having to attend the area picking up the bin contents after two very intense storms.

The Trust are in talks with SKDC, LCC and the Housing Association who manage the flats to resolve the bin issue.

Although this issue is not in The Trust's remit, it is now impacting on the wider area of Water Lane as well as on the Grounds Team.

Work is due to start on Welland Drive POS towards the end of February after a delay in obtaining the works licence which has held this work up.

The Centre

Coming into the new year, maximum occupancy for hires of the centre Monday to Friday is approaching with a new Slimming World group meeting on a Friday morning and two additional NHS hires also within the week.

Weekend Hires are also looking very healthy with some months only having a few hire slots still available.

The new caretaker at The Centre has taken up his post and the benefits have already been seen.

The lounge decoration has been completed and the entrance to the toilet area is still remaining to be decorated this year.

AGP

Drainage continues to be an issue and it is hoped that a solution can be agreed by all parties involved very soon.

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	October 23 Budget	October 23 Expenditure	Variance + / -	November 23 Budget	November 23 Expenditure	Variance + / -	December 23 Budget	December 23 Expenditure	Variance + / -	Notes
Office Staff Salaries	99,800.00	75,349.64	75,597.15	-247.51	24,450.36	8,150.79	8,190.11	-39.32	8,150.79	8,150.79	0.00	8,150.79	8,348.64	-197.85	
Employers NI & Pension	11,400.00	8,736.66	5,864.15	2,872.51	2,663.34	992.83	898.58	94.24	992.83	897.01	95.81	992.83	932.22	60.60	
Staff Training	4,500.00	4,320.00	4,326.00	-6.00	180.00	0.00	0.00	0.00	0.00	0.00	0.00	1,070.00	1,070.00	0.00	
Recruitment & Other Staffing Costs	7,700.00	5,970.00	5,938.53	31.47	1,730.00	970.00	968.20	1.80	600.00	589.10	10.90	515.00	514.10	0.90	
Workwear & PPE	1,100.00	1,100.00	2,224.71	-1,124.71	0.00	0.00	203.83	-203.83	0.00	470.41	-470.41	0.00	234.87	-234.87	
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	3,631.18	-1,831.18	0.00	0.00	515.00	-515.00	0.00	2.00	-2.00	0.00	51.19	-51.19	
Office Stationery	2,700.00	1,290.00	1,276.87	13.13	1,410.00	50.00	47.14	2.86	0.00	0.00	0.00	0.00	0.00	0.00	
Travel & Subsistence	150.00	126.00	138.02	-12.02	24.00	10.00	11.48	-1.48	6.00	5.85	0.15	0.00	5.75	-5.75	
Telephone/Mobile and Broadband	3,800.00	640.00	634.86	5.14	3,160.00	85.00	84.31	0.69	50.00	49.99	0.01	95.00	94.06	0.94	
Website, IT and Software	3,400.00	2,975.00	1,840.38	1,134.62	425.00	1,180.00	1,183.81	-3.81	215.00	215.93	-0.93	225.00	225.71	-0.71	
Membership & Subscriptions	200.00	95.00	89.80	5.20	105.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Donations	3,400.00	640.00	664.31	-24.31	2,760.00	0.00	95.58	-95.58	65.00	65.00	0.00	0.00	0.00	0.00	
Audit and Accountancy Fees	7,500.00	7,500.00	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,700.00	2,700.00	0.00	
Legal Fees	3,700.00	940.00	940.00	0.00	2,760.00	80.00	80.00	0.00	240.00	240.00	0.00	195.00	195.00	0.00	
Professional Fees & Land Registry	500.00	61.00	54.00	7.00	439.00	15.00	12.00	3.00	25.00	24.00	1.00	0.00	0.00	0.00	
Insurance	7,900.00	4,730.00	4,718.02	11.98	3,170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Office Equipment	1,500.00	1,500.00	891.90	608.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,558.80	1,558.80	Equipment transferred to Fixed Assets
Miscellaneous Expenditure	3,000.00	1,925.00	5,981.08	-4,056.08	1,075.00	510.00	510.35	-0.35	0.00	0.00	0.00	0.00	4,068.00	-4,068.00	Architect's fees to be transferred to Fixed Assets
Bird boxes	400.00	140.00	139.35	0.65	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	518.27	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	5,080.80	-80.80	0.00	0.00	6.20	-6.20	0.00	50.00	-50.00	0.00	125.44	-125.44	Costs transferred to Donations
Charges (card machine & bank)	7,000.00	6,570.00	6,549.08	20.92	430.00	580.00	580.73	-0.73	600.00	585.56	14.44	625.00	626.10	-1.10	
Proportioned Centre Costs	6,459.15	5,880.21	4,492.61	1,387.60	578.94	1,180.00	558.25	621.75	475.00	474.82	0.18	475.00	355.42	119.58	
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	664.26	-664.26	0.00	0.00	0.00	0.00	0.00	410.00	-410.00	0.00	-10.00	10.00	
Contribution to The Centre	19,740.85	3,973.15	5,479.90	-1,506.76	15,767.70	-153.69	1,091.44	-1,245.13	-1,053.69	-382.33	-671.36	-2,150.69	-1,239.98	-910.72	
Contribution to the AGP	34,540.00	790.79	-136.56	927.34	33,749.21	1,223.82	-3,194.92	4,418.74	1,768.18	-1,613.28	3,381.46	-3,194.92	-3,948.27	753.35	
Trust Totals	360,690.00	142,052.44	144,062.14	-2,009.70	184,888.35	14,873.75	11,842.09	3,031.66	12,134.11	10,234.85	1,899.26	9,698.01	12,789.46	-3,091.46	

AGP Budget

Salaries	32,000.00	24,426.67	24,522.83	-96.16	7,573.33	2,499.25	2,494.15	5.09	2,499.25	2,506.66	-7.41	2,499.25	2,734.54	-235.30	
Employers NI & Pension	3,560.00	2,754.12	1,860.45	893.67	805.88	312.17	287.21	24.96	312.17	289.43	22.73	312.17	301.24	10.92	
AGP Business Rates	1,700.00	1,095.00	1,405.84	-310.84	605.00	100.00	99.00	1.00	100.00	99.00	1.00	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	2,050.88	-550.88	0.00	0.00	122.76	-122.76	0.00	31.65	-31.65	0.00	0.00	0.00	
AGP Electricity	9,600.00	3,715.00	3,711.40	3.60	5,885.00	610.00	608.96	1.04	0.00	0.00	0.00	650.00	648.87	1.13	
AGP Gas	1,500.00	860.00	811.71	48.29	640.00	90.00	86.62	3.38	0.00	0.00	0.00	240.00	241.46	-1.46	
AGP Insurance	600.00	600.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
AGP Equipment	3,000.00	290.00	288.82	1.18	2,710.00	0.00	0.00	0.00	185.00	183.75	1.25	0.00	0.00	0.00	
AGP Cleaning/Materials	1,000.00	345.00	343.55	1.45	655.00	0.00	0.00	0.00	85.00	85.80	-0.80	15.00	13.32	1.68	
AGP Communications & Software	1,750.00	265.00	252.66	12.34	1,485.00	30.00	27.39	2.61	20.00	19.65	0.35	55.00	54.48	0.52	
AGP Health & Safety	2,700.00	1,275.00	1,249.50	25.50	1,425.00	320.00	315.39	4.61	295.00	292.31	2.69	0.00	0.00	0.00	
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	2,840.00	2,844.68	-4.68	660.00	460.00	461.96	-1.96	110.00	109.74	0.26	10.00	7.01	2.99	
AGP Totals	72,910.00	43,165.79	45,065.15	-1,899.35	29,744.21	4,421.41	4,503.44	-82.03	3,606.41	3,617.99	-11.58	3,881.41	4,099.92	-218.51	

Operational Groundsman Budget

Salaries	68,200.00	49,867.16	45,754.95	4,112.21	18,332.84	6,090.16	5,992.86	97.30	6,090.16	6,230.99	-140.83	6,090.16	6,387.69	-297.53	
Employers NI	8,500.00	5,842.33	4,076.40	1,765.93	2,657.67	796.85	715.59	81.27	796.85	757.98	38.87	796.85	785.87	10.98	
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	11,727.14	-6,727.14	0.00	0.00	641.83	-641.83	0.00	367.94	-367.94	0.00	233.51	-233.51	
Miscellaneous Expenditure	7,500.00	7,500.00	18,533.80	-11,033.80	0.00	5,625.00	7,615.97	-1,990.97	0.00	1,336.28	-1,336.28	0.00	7,710.77	-7,710.77	Insufficient budget set
Ditch & Dyke Maintenance, Fence repairs and replacements	24,500.00	5,190.00	5,168.40	21.60	19,310.00	450.00	452.28	-2.28	0.00	0.00	0.00	0.00	0.00	0.00	
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	2,785.00	2,759.61	25.39	47,215.00	470.00	468.73	1.27	0.00	0.00	0.00	20.00	19.94	0.06	
Waste collection (waste bins around the development)	3,150.00	1,440.00	2,681.24	-1,241.24	1,710.00	360.00	357.50	2.50	540.00	536.25	3.75	0.00	715.00	-715.00	
Fuel, Oil and Water	4,500.00	3,395.00	3,444.54	-49.54	1,105.00	395.00	394.25	0.75	270.00	266.91	3.09	215.00	212.47	2.53	
Vehicle Insurance	2,000.00	2,000.00	3,654.04	-1,654.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Vehicle repairs & MOT	2,000.00	2,000.00	4,864.18	-2,864.18	0.00	310.00	308.68	1.32	150.00	452.27	-302.27	0.00	885.92	-885.92	
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	0.00	0.00	0.00	0.00	0.00	
Groundsman Totals	190,725.00	86,839.49	106,233.37	-19,393.89	103,885.51	14,497.01	16,947.69	-2,450.67	7,847.01	9,948.62	-2,101.61	7,122.01	16,951.17	-9,829.15	

Operational The Centre Budget

Staff salaries	11,400.00	8,583.10	6,928.42	1,654.68	2,816.90	926.07	737.71	188.36	926.07	737.13	188.93	926.07	774.26	151.81	
Employers NI & Pension	1,000.00	801.25	541.34	259.91	198.75	90.24	81.15	9.09	90.24	81.05	9.19	90.24	87.66	2.58	
PRS & Licenses	2,500.00	1,175.00	1,170.03	4.97	1,325.00	0.00	0.00	0.00	160.00	159.00	1.00	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	16,330.00	16,330.48	-0.48	18,670.00	2,300.00	2,301.16	-1.16	775.00	774.19	0.81	-160.00	-159.62	-0.38	
Business Rates	3,150.00	2,710.00	2,702.37	7.63	440.00	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	1,321.30	-321.30	0.00	120.00	147.01	-27.01	0.00	149.18	-149.18	0.00	147.44	-147.44	
Electricity	1,650.00	1,109.00	1,094.45	14.55	541.00	120.00	115.52	4.48	80.00	77.18	2.82	60.00	58.70	1.30	
Feed in Tariff	-750.00	-1,180.00	-2,001.94	821.94	430.00	0.00	0.00	0.00	0.00	0.00	0.00	-430.00	-432.08	2.08	
Gas	1,300.00	1,300.00	1,375.66	-75.66	0.00	110.00	110.94	-0.94	0.00	0.00	0.00	208.00	279.16	-71.16	
Waste Collection	1,050.00	1,050.00	595.83	454.17	0.00	30.00	119.17	-89.17	0.00	59.59	-59.59	0.00	59.58	-59.58	
Cleaning	7,500.00	5,280.00	5,275.90	4.10	2,220.00	620.00	617.14	2.86	630.00	631.37	-1.37	530.00	529.09	0.91	
Miscellaneous Centre expenditure	1,000.00	695.00	-529.94	1,224.94	305.00	30.00	30.78	-0.78	80.00	77.95	2.05	-80.00	-77.01	-2.99	
Proportioned Centre Costs (income)	-6,459.15	-5,880.21	-4,492.61	-1,387.60	-578.94	-1,180.00	-558.25	-621.75	-475.00	-474.82	-0.18	-475.00	-355.42	-119.58	
Centre Totals	59,740.85	32,973.15	30,311.29	2,661.85	26,767.70	3,346.31	3,880.33	-534.02	2,446.31	2,449.82	-3.51	849.31	1,089.75	-240.45	
Combined Expenditure Totals	684,065.85	305,030.87	325,671.95	-20,641.08	345,285.77	37,138.48	37,173.55	-35.07	26,033.84	26,251.28	-217.44	21,550.74	34,930.31	-13,379.57	

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	October 23 Budget	October 23 Income	Variance + / -	November 23 Budget	November 23 Income	Variance + / -	December 23 Budget	December 23 Income	Variance + / -	Notes
The Trust income																
Annual charge	a	-582,700.00	-556,920.37	-581,039.75	24,119.39	-25,779.64	-25,805.39	-31,389.76	5,584.37	-25,600.00	-24,031.34	-1,568.66	-25,360.00	-26,957.57	1,597.57	
Administration fees	b	-24,000.00	-21,810.00	-25,099.04	3,289.04	-2,190.00	-2,000.00	-5,143.36	3,143.36	-2,000.00	-500.00	-1,500.00	-4,210.00	-4,205.68	-4.32	
Interest earned	c	-21,000.00	-191.20	-200.11	8.91	-20,808.80	-10.00	-8.67	-1.33	-15.00	-16.65	1.65	-7.00	-7.10	0.10	
Other	d	-250.00	-250.00	-12,892.83	12,642.83	0.00	0.00	-1,492.37	1,492.37	0.00	-4,380.41	4,380.41		-402.24	402.24	Replace Haydock Park Drive hedge and fencing recharged to Insurance
The Trust Total income NET		-627,950.00	-579,171.57	-619,231.73	40,060.17	-48,778.44	-27,815.39	-38,034.16	10,218.77	-27,615.00	-28,928.40	1,313.40	-29,577.00	-31,572.59	1,995.59	

AGP Income																
Football pitch bookings	e	-61,000.00	-46,800.00	-43,423.80	-3,376.20	-14,200.00	-7,500.00	-7,407.94	-92.06	-6,000.00	-5,146.90	-853.10	-7,500.00	-7,683.40	183.40	
Pavilion lettings	f	-1,870.00	-1,000.00	-1,777.90	777.90	-870.00	-300.00	-290.42	-9.58	-85.00	-84.37	-0.63	-365.00	-364.79	-0.21	
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	4,634.21	136.56	4,497.65	-39,174.21	3,378.59	3,194.92	183.67	2,478.59	1,613.28	865.31	3,983.59	3,948.27	35.32	
The AGP Total income NET		-97,910.00	-43,165.79	-45,065.15	1,899.35	-54,744.21	-4,421.41	-4,503.44	82.03	-3,606.41	-3,617.99	11.58	-3,881.41	-4,099.92	218.51	

The Centre Income																
Avalon Bookings	h	-40,000.00	-29,000.00	-24,831.39	-4,168.61	-11,000.00	-3,500.00	-2,788.89	-711.11	-3,500.00	-2,832.15	-667.85	-3,000.00	-2,329.73	-670.27	
Trust Subsidy		-19,740.85	-3,973.15	-5,479.90	1,506.76	-15,767.70	153.69	-1,091.44	1,245.13	1,053.69	382.33	671.36	2,150.69	1,239.98	910.72	
The Centre Total income NET		-59,740.85	-32,973.15	-30,311.29	-2,661.85	-26,767.70	-3,346.31	-3,880.33	534.02	-2,446.31	-2,449.82	3.51	-849.31	-1,089.75	240.45	

Total Income		-785,600.85	-655,310.50	-694,608.17	39,297.67	-130,290.35	-35,583.11	-46,417.93	10,834.82	-33,667.72	-34,996.21	1,328.49	-34,307.72	-36,762.27	2,454.55	
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Total Net Budget		-101,535.00	-350,279.64	-368,936.22	18,656.58	214,995.42	1,555.37	-9,244.38	10,799.75	-7,633.88	-8,744.93	1,111.05	-12,756.98	-1,831.96	-10,925.02	
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Tilia Homes Limited – Elsea Park Development Update 1/2/2024

- Road adoptions –

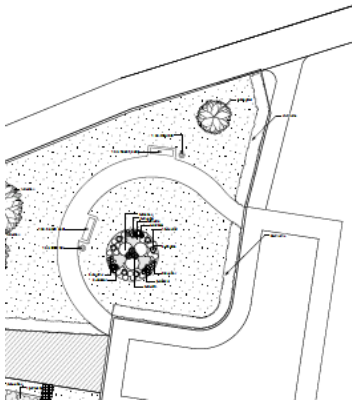
Please see the plan below which identifies the zones the adoptable roads fall under on Elsea Park:



Update by Zone:

- **Zone 1 (Green Roads)** – Bulk lamp change completed end of January 2024. Looking to start adoption process with Lincs Highways (LCC) in Feb 2024
- **Zone 2 (Yellow Roads)** – All roads have been adopted in this area
- **Zone 3 (Green Roads)** - Bulk lamp change completed end of January 2024. Looking to start adoption process with Lincs Highways in Feb 2024. ‘As Built’ drawings will be completed in Feb 2024, which is one of the final stage of the adoption process
- **Zone 3 Community Centre (Green Roads)** – Roads ready to go onto maintenance period with Developer. Awaiting LCC to carry out core tests before this can start
- **Zone 4A - (Newton Abbey Way & The Ridings)(Light Green Roads)** – Tilia are undertaking a new S38 road adoption agreement for this road at LCC request (Due to the age of the road). All remedial works for this area are complete
- **Zone 4B - (Haydock Park Drive)(Light Green Roads)** – Tilia are undertaking a new S38 road adoption agreement for this road at LCC request (Due to the age of the road). All remedial works for this area are complete
- **Zone 5 (Light Blue Roads)** – Road surfacing started w/c 29/1/2024. Targeting to have the majority of the legal agreements in place by the summer, so the roads can go onto the year’s maintenance period with the Developer, before LCC adopt
- **Zone 5 Linear Park Cycle paths** – The works will be starting w/c 5/2/2024 and includes streetlight works, tactile crossing works, dropping kerbs and final surfacing. It is envisaged to be completed by the end of Feb/start of March 2024
- **Zone 5 Cycle Path that runs along Spinney** – This area will not be surfaced at the same time as above. Tilia have some issues with streetlights to resolve and water ponding near Jubilee Green, to be investigated and resolved, before this can be completed
- **Zone 9 roads** – Tilia will be looking to provide more of an update in March 2024
- **Zone 9 Linear park five link footway** – Planning has now been obtained for the linear park connection between Zone 5 and Zone 9. Tilia will be looking to provide more of an update in March 2024

- **Landscaping around Zone 5 (6)** – Area still be maintained by Tilia Homes. Tilia are monitoring the establishment of the grass in this area. Once established to an acceptable standard. Tilia will 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. The Trust are hoping to have the CCTV installed Feb 2024. Once CCTV installed Tilia will re-open the play area
- **Zone 5 (6) LAP and landscaping (Old Compound)** – The Trust have now taken handover of the maintenance of this area. Tilia will have installed the missing footpath connecting the LAP to the cycle way by the end of Feb 2024.



- **Zone 9 play area** – Works to the play area started at the end of January 2024. The play area installers are returning w/c 5th Feb to start re-aligning railings and moving benches to meet the amended layout. There will be ground preparation works to complete, so 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** – The installation of the footpaths are estimated to start at the end of February 2024 (Including street lighting). The landscapers are continuing to control the weeds, as the soft landscaping won't be completed until the hard landscaping is complete
- **Footpath on Linear park/Linear Park** – Planning has now been obtained for the linear park connection between Zone 5 and Zone 9. Tilia will be looking to provide more of an update in March 2024 on a forward program
- **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. We have been advised the target date for completion is end of Feb 2024
- **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. Targeted Feb 2024

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