Elsea Park Community Trust Board Meeting Minutes
Wednesday 5th August 2015

Present:		
Jono Brough	JB	Resident Director (Chairman)
Martin Hughes	MH	Resident Director
Duncan Ashwell	DA	Resident Director
Paul Fellows	PF	Director
Jane Kingman	CK	Director
In attendance:		
James Cook	JC	Prospective Resident Director
Barry Cook	BC	Trust Manager
Rebecca Jones	RJ	Finance and Admin Officer
Robert Anderson	RA	Auditor - Streets

Meeting opened 19:00

1 Welcome and Apologies

JB welcomed everyone to the meeting, especially CK with this being the first meeting since her appointment to The Board, and RA, who was attending to present the accounts for the year ending 31 March 2015 on behalf of the auditors.

Apologies for absence were received from Jane Whitehead (JW), Dan Browne (DB), John Kirkman (JK) and Matt Upex (MU).

2 Accounts 2014/2015

RA gave an overview of the accounts and the report to management.

Page 4 Point 2 - Closing the Lloyds Account. The report had suggested that we should close the account at Lloyds and transfer the balance to the main account. JC advised that minutes of the meeting appointing new signatories would be enough for Lloyds to act upon in order to close the account.

The matter of new build properties that had been sold without The Trust being notified was discussed. RJ agreed to determine the monetary value and email the details to RA for an adjustment in the accounts.

Action: RJ

RA asked if The Trust has a Related Party Disclosure / Conflict of Interest Register. RJ advised that one was already in place, and that she would ensure that it was updated.

Action: RJ

RA Left the meeting at 19:50

3 Minutes from previous meeting held on 8th July 2015

The Minutes were accepted as a true copy of the meeting.

4 Matters arising not on Action Plan

There were no matters arising.

5 Management Report

BC presented his management report. In summary:

Articles of association, The Trust are awaiting a response from SKDC regarding releasing Kier from their financial obligation to underwrite The Trust. SKDC's decision will impact the date of this year's AGM.

Enclosure of the patio area. The work should be completed over the next few weeks.
Banking: BC advised that online bill payments and BACS had now been introduced, and thanked JC for his intervention to speed things up. He has been in contact with the bank regarding HSBCnet and discovered there is a set-up fee in addition to the monthly charges. The Board agreed that the fee was acceptable, and that BC should implement HSBCnet.

Action: BC

Pension scheme, BC requested guidance from the Board as to when they would like to see the introduction of the pension scheme. BC was requested to implement the scheme no later than February 2016. BC will also investigate the cost of insurance for Death in Service.

Action: BC

Extension of the Grounds Maintenance Contract. BC advised that the uplift cost for the one year extension to the existing contract had been received from Ground Control. The Board agreed that the option should be taken up, and quotes obtained for the replacement contract using the existing schedule.

Dredging of Habitat Pond No 3. BC advised that the contractor has delayed the work, but it is now commencing on Monday 10 August and is expected to take approximately two weeks.

6 Financial Reports 2015/2016

RJ presented her report, and advised that the status of debtors for 2015/2016 stands at 4%.

The Board felt that the Trust was in a good position financially, particularly with regard to the continued reduction of the level of debt, and thanked RJ for her efforts.

7 Directors Items

Board Meetings: It was suggested that meetings be moved to a Monday, generally the first Monday of the month. All agreed.

8 Action Plan / Future Agenda Items

None

9 Any Other Business

CK gave her apologies in advance for the October 2015 meeting.

PF gave his apologies in advance for the September 2015 meeting.

The Board discussed the 2015 AGM and agreed that:

- Members should once again be requested to submit questions in advance.
- A time limit should be set for discussing each question and there should be a limit on the number of questions that a member can ask at the meeting (perhaps 2 per person).
- Present the New articles of Association and put them to the vote.
- The 2015 AGM should be held on Monday 9th November.

DA advised it has proven helpful to have a dual role as an SKDC Councillor and Resident Director in order to better represent residents of Elsea Park.

MH asked what had happened to Aykroft bus shelter as some coping stones and bricks are missing. BC advised that we are already aware of the situation and that Peter Ellis (PE) has started the repair work. Unfortunately, vandals have damaged the brick pillars on a number of occasions.

MH requested an update on the surface water drainage situation. BC advised there was a meeting with Kier scheduled for 9th September which would include drainage discussions, and MH agreed to attend that meeting.

BC advised that the Archer speed survey had recorded an average of 3000 vehicles a day on Raymond Mays Way, with only 5 vehicles exceeding the speed limit by more than 20 mph during the survey. The results indicate that there is not an issue with excessive speed on the Raymond Mays Way.

JB proposed that JC be appointed as a resident director. This was seconded by DA, and agreed unanimously.

10 Date of the next meeting

14th September 2015

The meeting closed at 21:30.