Elsea Park Community Trust Board Meeting Minutes
Thursday 3rd December 2015

Present:		
Jono Brough	JB	Chairman
Duncan Ashwell	DA	Vice Chairman
Matt Upex	MU	Finance Director
Jane Whitehead	JW	Resident Director
Paul Fellows	PF	Bourne Town Council Representative
In Attendance:		
Barry Cook	BC	Trust Manager

The meeting opened at 19:00

1 Welcome and Apologies for Absence

JB welcomed everyone to the meeting. Apologies had been received from James Cook (JC), Martin Hughes (MH) Jane Kingman (CJK) and John Kirkman (JK).

2 Minutes from the Previous Meeting Held on 2nd November 2015

The minutes of the previous meeting were accepted as a true record of that meeting.

3 Matters arising from the Minutes

None

4 Management Report

4.1 Articles of Association. With the Special Resolution being accepted by members at the recent AGM, BC advised the new articles will be lodged at Companies House once the bond is in place. Buckles are chasing SKDC's legal team to get the bond in place.

4.2 Banking. The Lloyds account has now been closed, and the balance transferred to HSBC.

4.3 Introduction of Pension Scheme. The Trust's staging date is now 1 Feb 2016, and advisory letters have been sent to all Trust staff.

4.4 Grounds Maintenance Contract. All three bids have been received and will be reviewed by BC for initial evaluation before circulation to The Board.

ACTION BC

4.5 Sports Pitches and Facilities. JC will be chairing the new focus group and arranging its first meeting in the near future.

Action JC

4.6 Roads. There has been no further update from LCC.

4.7 Superfast Broadband. BT have commenced the installation of the two new cabinets to link with Cabinets 26 and 28. The cabinets are expected to be commissioned over the next few weeks.

4.8 Caretaking. With the new electronic lock having been installed, distribution of access cards will begin in the week commencing 7 December 2015.

4.9 Hedge Planting. All new planting will be completed in December.

4.10 Security & Access. The internal double doors will be relocated to the other side of the toilet corridor as soon as the builder can programme in the work.

4.11 Repairs to the Bus Shelter. The brick pillars will be repaired and new coping stones fitted once the bricks are received by the builder and they can programme in the work.

5 2016 / 2017 Draft Budget Review.

In the absence of RJ (who is on holiday) BC presented the Draft Budget for 2016 / 2017. MU requested some minor text amendments and inclusion of the percentage increase in some of the explanatory notes. The budget will be finalised at the January meeting.

Action RJ

6 Directors Items

6.1 2015 Staff Salary Review (JB)

JB advised that he had contacted all Directors prior to the meeting regarding the annual salary review. BC left the room whilst the matter was debated. BC re-joined the meeting after some fifteen minutes and was advised that all staff would receive a 1% increase, back dated to 1st October 2015.

JB will write a formal letter to advise staff of the pay award.

Action JB

7 Any Other Business

There was no other business.

8 Date of the next meeting

Thursday 14th January 2016.

The meeting closed at 21:15