

Elsea Park Community Trust Board Meeting Minutes Wednesday 8th April 2015

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Jane Whitehead	JW	Resident Director
John Kirkman	JK	Director (School Representative)
Martin Hughes	MH	Resident Director
Paul Fellows	PF	Director (Bourne Town Council Representative)
Duncan Ashwell	DA	Resident Director
Matthew Upex	MU	Finance Director
Dan Browne	DB	Director (Developer Representative)
In attendance:		
Dave Forrest	DF	Resident (Drainage Working Group)
Brian Summers	BS	Resident (Drainage Working Group)
Barry Cook	BC	Trust Manager
Rebecca Jones	RJ	Finance and Administration Officer

The meeting opened at 19:00 hrs.

1. Welcome And Apologies

AMB welcomed everyone to the meeting.

Apologies for absence had been received from Judy Smith (JS).

2. Presentation By The Drainage Working Group

BS and DF delivered the Drainage Working Group Report followed by a question and answer session.

DB assured the Board that the drainage system, as built, satisfies all requirements and that he will arrange for the supporting documentation to be collated and passed to the Trust.

ACTION DB

BC advised that the key action points that BS and DF proposed in their initial report regarding regular inspection and maintenance of the ditches are undertaken by Peter Ellis (PE). BC is working with PE to set up inspection records similar to those used for the weekly playground inspections.

ACTION BC

DB agreed to set up a meeting between The working group, Wormwald Burrows, Kier and Anglian Water.

ACTION DB

MH agreed to act as the lead Board Member for all drainage and planning issues.

AMB thanked BS and DF for all the hard work they have undertaken on this extensive task.

BS and DF left the meeting at 19:55.

3. Minutes Of The Previous Meeting Held On 4th March 2015

These were accepted as a true copy of the minutes of the meeting.

4. Matters Arising Not On Action Plan

BC advised that it had not been possible to organise an event on the meadows for June 2015; too few external organisations were able to attend to make the event viable. A wildlife / conservation event will be planned for 2016.

5. Management Report

Staffing: BC advised that the Administrative Assistant role had been filled by existing Centre staff working additional hours. Savings would be achieved by flexible working, and a reduction in the admin support from 37.5 hrs to 30.0 hrs per week

Adoption of Phase 1 Roads: BC advised that the pruning of trees had commenced and the tree on Tilia Way has already been removed.

DB confirmed the RJ should send the invoice for the recharge of grounds maintenance work undertaken on Kiers behalf and for the reimbursement of the tree removed on Tilia Way direct to DB for him to arrange payment.

ACTION RJ /DB

Articles of Association: DB advised that it might be possible for Kier and The Trust to come to an interim arrangement regarding the AoA . DB will discuss further with BC the best way forward. It was suggested that Kier might keep their majority vote on probity and financial issues, but relinquish the role of Appointer. DB will investigate it further and get back to BC.

ACTION DB / BC

JK will send the email address of the CEO of SKDC to BC so he can email her for advice.

ACTION JK

6. Financial Reports

RJ presented the Financial Reports.

7. Directors' Items

AMB advised that with her imminent move from Elsea Park, she wished to resign as Chair with effect from 27 April 2015.

All present thanked AMB for the huge amount of work she had put in during her tenure at what had been a pivotal period for The Trust. A formal vote of thanks was recorded.

AMB proposed that JB be elected as Chairman. This was Seconded by JW, and carried unanimously.

AMB proposed that DA be elected as Vice Chairman. This was Seconded by JW, and carried unanimously.

8. Action Plan / Future Agenda Items

None

9. Any Other Business

MH requested that the minutes of the previous meeting and Board Reports be circulated to The Board at least one week in advance of a Board Meeting. BC apologised and recognised that this should be the norm, but that staffing and workload in recent months had impacted upon timely circulation.

DA advised that there is an accumulation of litter in the ditches along The Ridings and volunteered to organise a Community Litter pick to clear them. BC advised that PE does pick the litter from time to time, but cautioned against volunteers clearing the ditches due to health and safety reasons. Some of them are very steep sided, and there is the risk of injury. The potential for Leptospirosis / Weil's disease is also an important consideration. **ACTION BC**

Meeting closed at: 20:50