# Elsea Park Community Trust Board Meeting Minutes
# Wednesday 4th February 2015

| **Present:** | | |
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| Angela Bailey | AMB | Resident Director ( Chairman ) |
| Jane Whitehead | JW | Resident Director |
| John Kirkman | JK | School representative Director |
| Matt Upex | MU | Finance Director |
| Paul Fellows | PF | Bourne Town Council Representative |
| Duncan Ashwell | DA | Resident Director |
| **In attendance:** | | |
| Barry Cook | BC | Trust Manager |
| Rebecca Jones | RJ | Finance and Admin Officer |

The meeting opened at 19:00 hrs.

## 1. Welcome and Apologies

AMB welcomed everyone to the meeting, and extended a special welcome to DA as a recently appointed Resident Director.

Apologies for absence had been received from Judy Smith (JS), Dan Brown (DB), Jono Brough (JB), Martin Hughes (MH) and Luke Shepperson (LS).

## 2. Minutes of the previous meeting held on 7th January 2015

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

## 3. Matters arising not on Action plan

The matter of the use of the CPI / RPI for setting the Annual Charge (as raised at the AGM) was discussed again. BC said he felt the matter had been covered in Answers 6 & 7, as recorded in the AGM minutes.

## 4. **Management report**

BC presented the Management Report. In summary:

**Bins, Noticeboards and Fingerposts**:

The newly installed litter bins have been well received by residents, and Peter Ellis has confirmed that they are being well used.

BC had met with Adam Freer from the Highways Department and agreed the siting of the new street furniture. He awaits confirmation from DB that the extension of Linear Park through Phase 5 will be known as ‘’Chequer Tree Walk’’ (as on the original master plan).

**Arboricultural Survey:**

BC advised there were no immediate concerns other than some minor tree management matters.

**Staffing:**

BC was pleased to advise the meeting that RJ had decided to remain with The Trust, and that her request to withdraw her letter of resignation had been accepted.

A hold has been placed on the recruitment whist the job requirements are re-scoped. The Board agreed that the post could be filled by a full time member of staff or a number of staff via a job share, and that the latter might offer more flexibility.

Until the vacancy is filled, admin support is being provided by caretaking / cleaning staff working additional hours.

The Trust have engaged a self-employed book keeper one morning a week, primarily for business continuity reasons.

**Adoption of Phase 1 Roads:**

BC gave an overview of a meeting he had with the Lighting Officer from Lincolnshire County Council to discuss the re-positioning of a number of lamp columns due to the proximity of some large trees.

**Articles of Association:**

BC advised the Board that DB had provided a detailed update on the current situation. LCC are still at odds with Kier over the proposed changes to the Articles of Association until such time as Kier are released from their financial obligation to underwrite The Trust.

**5. Financial Reports**

RJ presented the Financial Reports

**6. Directors' Items**

**Business Planning Meeting:**

AMB advised that a meeting was held on Wednesday 21st January to review progress against the Business Plan created in April 2013.

A second meeting is scheduled for Wednesday 18th February. This meeting will review the Open Spaces Management Plan produced in March 2014 by LDA Design, and will prioritise the work that will be undertaken to implement the plan and incorporate the suggestions and ideas that came from members during the Open Spaces Consultation work.

AMB advised that once the work has been prioritised, costings will be obtained, and funds committed on a rolling programme over the next few years.

**7. Action Plan/Future Agenda Items**

There are no new actions on the action plan.

## 8. Any Other Business

**Youth Club:**

DA advised that whilst there is a youth club for the eleven year plus age group, there is no provision for the under elevens.

BC stated that NS had advised she would be able to set up the new group if her hours were extended by around two hours a week. PF suggested somebody else might be able to take on the role for the under elevens, but there was general agreement that it was increasingly difficult to find any new volunteers to assist with the Youth Club. The new group was unlikely to get off the ground if it depended on volunteers. It was unanimously agreed to extend NS's hours by three hours per week.

DA advised that The Trust had previously banned some youths due to vandalism, and asked the Board if they could be readmitted. The Board agreed that such decisions should be left to NS and DA.

**Planning Applications:**

PF advised that most Elsea Park planning matters are passed through Bourne Town Council and PF wanted to make sure that the Board are seeing the planning applications. BC advised that The Trust is notified by the Development Management Support Officer from SKDC when any new planning applications are submitted that have a major bearing on Elsea Park.

**Gas and Electricity:**

BC advised that he has reviewed the gas and electricity supply contracts and undertaken a market test with two business comparison websites and our existing supplier. BC has signed a new three year contract with Opus (the existing supplier) at a saving of approximately £950 per annum for gas and £200 per annum for electricity.

**Printer Purchase:**

BC advised that the HP printer / scanner was faulting regularly, and requested permission to buy a new Multi-Function Printer that was capable of printing, scanning and copying at up to A3.

BC had secured an excellent discount on an Oki LED MFP, which, although it had a high initial purchase cost, was expected to pay for itself in just over a year due to the massive savings on consumables. The price included a three year on-site parts and labour warranty.

The Board approved the purchase.

There being no further business, the meeting closed at 20:20 hrs.