

Elsa Park Community Trust Board Meeting Minutes
Wednesday 7th January 2015

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Jane Whitehead	JW	Resident Director
John Kirkman	JK	School representative Director
Matt Upex	MU	Finance Director
In attendance:		
Barry Cook	BC	Trust Manager
Rebecca Jones	RJ	Finance and Admin Officer
Duncan Ashwell	DA	Potential New Director

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), Dan Brown (DB), Jono Brough (JB), Paul Fellows (PF), and Martin Hughes (MH)

2. Minutes of the previous meeting held on 3rd December 2014

These were accepted as a true copy of the minutes of the meeting subject to amendments from MU regarding pension contributions being staged initially at 1% and working up to 3% and JW requesting that the minutes clearly state the requirement for an appropriate targeted training plan for the new apprentice.

3. Matters arising not on Action plan

Nil

4. Management Report

BC delivered the Management Report.

Bins: The first two bins have been installed adjacent to The Centre car park to replace the existing bins (which will be relocated on the meadows). Three bins should have been installed between Christmas and the New Year, but due to weather conditions, they will be installed over the coming week. We are awaiting “permission to dig” for the bin that will be sited on Linear Park (due to the proximity of the High Pressure Gas pipeline).

BC has held back on the notice board order to make sure the board does not infringe the High Pressure Gas Pipeline protection zone.

Arboricultural Survey: This was completed over Christmas. Costs have come in less than expected at [REDACTED] and we await the report.

Staffing:

Interviews cannot be conducted this week and have been put back until the week commencing 19th Jan 2015.

Christmas Market:

The Christmas Market was deemed a great success; a date has been set for another Christmas Market this year, and RJ has contacted the crafters who attended previously. We have received some responses and several traders have already re-booked.

Adoption of Phase 1 Roads: BC advised that Kier have been pressing The Trust for a decision on the conflict between a number of trees and adjacent street lights that they claim are hindering the adoption of Phase 1 Roads.

BC advised that a full response to the original letter sent by The Board in March 2013 regarding the removal of trees or relocation of lamp posts had not been received. Following recommendations from the Arboriculturist, BC suggested an amended proposal be submitted to Kier, and added that they have offered the Trust £500 for the removal of any tree that obscures a street light rather than having to relocate the light.

Following a lengthy discussion, it was decided two of the trees on Tilia Way should be retained; the third tree is in poor condition, and its removal will have minimal effect on the street scene.

The Board instructed BC to write to those residents who would be directly affected by the removal of any of the trees on Tilia Way or Quayside East to seek their views on the removal of any trees.

Post meeting note: *BC has since met with Gary Fereday, the Lighting Officer from Lincolnshire County Council Highway's Department. Mr Fereday has reviewed his earlier decision, and has now agreed that following the trimming of the Grey Alder on Quayside East (by The Trust) the tree and street light can remain in their current locations.*

It was further decided that two of the trees in Tilia Way should remain in situ, and the third tree be removed. BC has subsequently written to Kier with The Board's decision and awaits the response.

ACTION BC

5. Financial reports

RJ presented an update of the 2014/2015 full budget and advised of the current year-end profit and loss figures, along with an income update for both the Trust and the Centre.

Subject to the changes, The Board agree to sign off the budget.

The Board agreed to implement the RPI change in accordance with the methodology specified in the Deeds of Covenant, and await the RPI figure when it is released later this month. RJ is to circulate the RPI increase via email for the final approval by The Board. Once final approval is obtained, BC is to discuss the decision with the members who raised

questions at the 2014 AGM regarding the 2015 / 2016 increase. An update will be posted on The Trust website.

ACTION BC

6. Directors' Items

Articles of Association: DB had circulated the letter that was sent to SKDC. BC was requested to provide any further updates at the February meeting.

BC advised that Lincolnshire County Council Highways Department are consulting with Kier to see if they can get the junctions on the spine roads marked (even though Kier have complied with the original specification issued by Highways).

Highways have refused to support the Trust's Request for the implementation of a blanket 20MPH speed limit on Elsea Park. Highways have further advised that national legislation may change their stance at a future time.

7. Action Plan/Future Agenda Items

BC gave an update on the Action Plan.

The Board confirmed that the Business Planning Session planned for 21st January 2015 will start at 19:00 hrs.

Dave Forrest and Brian Summers have a planned meeting with the committee from the Hamptons in Peterborough to discuss the fact that they have not taken on any watercourses etc. but have taken on land.

BC advised that further research for the charity application makes it look more likely that the Trust might qualify for charitable status.

8. Any Other Business

JK advised the meeting that pupil numbers at the school are continuing to rise and the school is progressing well.

There being no further business, the meeting closed at 20:40.