

Elsa Park Community Trust Board Meeting Minutes
Wednesday 8th July 2015

Present:		
Jono Brough	JB	Resident Director (Chairman)
Matt Upex	MU	Finance Director
Duncan Ashwell	DA	Resident Director
John Kirkman	JK	Elsa Park School Director
In attendance:		
James Cook	JC	Prospective Resident Director
Barry Cook	BC	Trust Manager
Rebecca Jones	RJ	Finance and Admin Officer

Meeting Opened: 19:00

1 Welcome and Apologies

JB welcomed all present to the meeting, and introduced James Cook (JC) who was attending his first meeting as a prospective Resident Director.

Apologies for absence had been received from Paul Fellows (PF), Jane Kingman (CK), Jane Whitehead (JW) Martin Hughes (MH) and Dan Browne (DB).

2 Minutes from previous meeting held on 10th June 2015

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

3 Matters arising not on Action Plan

There were no matters arising.

JK asked if there had been any developments regarding the approach to SKDC for The Trust to adopt the new Articles of Association. BC advised that JK's introduction to the Chief Executive of SKDC had resulted in his meeting with Steve Ingram, SKDC's Strategic Director (Development Management and Growth). BC added that as a result of the meeting, the matter was tabled for discussion at SKDC's Finance meeting held earlier this week, and that BC expected to hear from Mr Ingram in the near future.

4 Management Report

BC presented his Management Report. In summary:

Articles of Association

As requested by Mr Ingram, a formal letter was sent to SKDC outlining why The Trust felt SKDC should reconsider allowing The Trust to adopt the new Articles of Association without the need for a Deed of Variation of the Section 106 Agreement.

Appointment of SKDC Nominated Director

Cllr Jane Kingman (CK) has accepted the position on The Board and was registered as a Director at Companies House on 10 June 2015.

Enclosure of The Patio Area

BC asked for authority to proceed with the 2m high fencing installation. He advised that Tim Harris had found another supplier which will considerably reduce the original (accepted) quote. BC has asked Tim to investigate incorporation of a push pad emergency release mechanism for the single gate adjacent to the kitchen to aid exit from the patio area during any evacuation of the premises. The Board authorised the work.

Action: BC

Hall and Lounge Curtains.

The curtains have been ordered, with fitting scheduled for August / September. RJ advised that the long lead time is due to manufacture and treatment with a fire retardant coating.

Picnic in the Park 2015

The event had been a great success, and favourable feedback had been received from some of the members who attended.

Arboricultural Work

Work has been completed on the Oak tree on The Meadows and the Ash tree on Cooke's Field. The crowns of all Alder trees on Quaysides East and West have been raised to provide a ground clearance of 2.5m.

Transfer of the LEAP (play area) and little Garth from David Wilson Home

David Wilson Homes (DWH) are preparing these areas for inspection by The Trust ready for legal transfer. BC advised that he had carried out an initial inspection with Peter Ellis (PE) and a number of shortcomings have been identified. BC has written to DWH so that these can be addressed prior to the formal handover inspection, which DWH hope to schedule for August 2015.

DA advised that he would like to represent The Board at the formal inspection, and all agreed.

5 Financial Reports – Budget 2015/2016

RJ presented the Financial Reports. MU advised he will arrange another finance overview meeting later this year.

6 Directors Items

None

7 Action Plan/Future Agenda Items

None

9 Any Other Business

MU asked BC if there was any update on the provision of Superfast Broadband on Elsea Park. BC advised the delays were due to British Telecom not reinstating footways and roads to an adoptable standard when they had carried out earlier enabling works. BC is maintaining regular contact with BT and trying to encourage them to reinstate the areas as soon as possible.

DA advised that he had visited The Meadows, which he thought were a wonderful asset for members and asked why the gates were locked at the vehicular entrance. BC advised that the only approved access to the meadows by the Highways Department (for road safety reasons) was for pedestrians via the kissing gate and across the footbridge. BC added that the tractor tours of The Meadows that took place during Picnic In The Park are likely to have raised awareness amongst newer members and residents and are likely to lead to increased use of the area.

JK advised that the school is oversubscribed for September, and that the school is thriving. He confirmed that the school's first Sports Day had been held this morning.

JK asked if The Trust would be organising another Christmas Market this year. BC confirmed that it would be held, and asked JK if the schools PTFA would be able to assist. JK felt he was sure the PTFA would be able to help, and he agreed to try and arrange for the school choir to perform at the event.

Action: JK

BC asked if the date for the 2015 Annual General Meeting could be set. RJ agreed she would email the accountants and request the draft audited accounts for the year ending 31 March 2015. The AGM is likely to be held on either Wednesday 16th September or Wednesday 11th November 2015, depending on SKDC's decision regarding the new Articles of Association and timely receipt of the accounts.

Action: RJ

New Bank Mandate,

BC advised that HSBC seemed to be taking a long time to progress the new mandate. JC offered to investigate and assist if required. JC's offer was gratefully accepted.

Action: JC

10 Date of the next meeting

Wednesday 5th August 2015

JK advised that he may be unable to attend.

The meeting closed at: 20:00