**Elsea Park Community Trust Board Meeting Minutes**
**Wednesday 25th June 2015**

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| **Present:** | | |
| Jono Brough | JB | Chairman |
| Duncan Ashwell | DA | Vice Chairman |
| Matthew Upex | MU | Finance 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

JB welcomed everyone to the meeting.

Apologies for absence were received from Jane Whitehead, Dan Browne, Jon Kirkman, Paul Fellows and Martin Hughes.

BC advised that Cllr Judy Smith (JS) had formally resigned from the Board due to changes in Ward boundaries and following her appointment as Vice Chairman of SKDC. The Board recorded a formal vote of thanks for her long service on the Board and wished her well for the future.

## 2. Minutes of the previous meeting held on 1st April 2015

The minutes of the meeting held on 8 April 2015 were accepted as a true copy of the minutes of the meeting.

### Matters arising not on Action plan

BC advised he would remind DB about setting up a meeting with Anglian Water.

**ACTION BC**

## 3. Management report

BC presented his report. There were several points for discussion.

**Articles of Association:** BC requested that the Board discuss and review some points in the new drafted Articles of Association and will circulate the soft copy for review.

**ACTION BC**

BC had met with Steve Ingram and Paul Thomas from SKDC. Mr Ingram confirmed that SKDC would require a letter from the Trust advising why The Trust wanted to move to the new Articles of Association.

**ACTION BC & JB**

**SKDC Representative on The Board of Directors:** BC advised that Cllr Judy Smith has formally resigned from the post of SKDC nominated representative. SKDC have nominated Cllr Ms Jane Kingman (CK) to represent them on the Board of Directors. The Board accepted the nomination and formally appointed CK to the Board. The first meeting CK will attend is 8th July 2015.

**Enclosure of The Patio Area:** BC discussed the options available regarding the installation of fencing between the Centre and the play area.

It was agreed to progress with the proposal for fencing; BC is to investigate the cost and planning approval for a higher fence and circulate the information accordingly.

**Noise Complaint:** In the light of complaints regarding the noise from a private party held at The Centre in April, BC advised he had met with Mr Paul Sherry, of SKDC's Environmental Health Department.

Mr Sherry reviewed the control measures already in have in place. He believes we are doing everything we can, though he did make one or two recommendations, which we have now adopted. Mr Sherry also advised that his department had not received a single complaint about noise from The Centre since the building opened in 2012.

His suggestion that heavy curtains might help with sound absorption (albeit to a very minor degree) have resulted in us (finally) obtaining quotes for the curtains in the main hall, and inset blinds for the back stage doors.

**Curtains for the Hall:** RJ advised the Board of the two quotes for the curtains, and stated that two other suppliers had also been approached; one could not commit to a timed appointment to measure up and the other could not accommodate a commercial installation. One of the quotes received was from the company that fitted the curtains at Abbey Road Primary School and the Elsea Park School. The other is a local company that fits curtains at numerous South Holland Community Centres and village halls. RJ will try for a third quote and update the Board accordingly.

**ACTION RJ**

## 4. Financial reports

RJ presented the Financial Reports.

## 5. Directors' Items

MU said he liked the recent newsletter and thought the content and layout was excellent.

*DA Left the meeting at 21:20*

## 6. Action Plan/Future Agenda Items

**None**

## 7. Any other business

JB requested that MU runs a finance session for himself and any other directors that would like to be bought up to speed with procedures, accounts and budget. MU agreed and a date would be set in the near future.

**ACTION MU & JB**

**Meeting closed at:** 22:20 Hrs