Elsea Park Community Trust Board Meeting Minutes
Monday 2nd November 2015

Present:		
Jane Whitehead	JW	Resident Director
James Cook	JC	Resident Director
Paul Fellows	PF	Bourne Town Council Representative
Matt Upex	MU	Resident Director
Jane Kingman	CJK	SKDC Representative
In Attendance:		
Barry Cook	BC	Trust Manager
Rebecca Jones	RJ	Finance and Admin Officer

The meeting opened at 19:00

1 Welcome and Apologies

MU welcomed everyone to the meeting. Apologies for absence had been received from Martin Hughes (MH), John Kirkman (JK), Duncan Ashwell (DA) and Jono Brough (JB).

2 Minutes from the Previous Meeting Held on 12th October 2015

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

3 Matters arising from the Minutes

None

4 Management Report

4.1 Articles of Association. BC gave an overview. To date, no members have been in to view the copy of the new AoA held in the office. BC is still awaiting a response from Buckles.

4.2 Banking. MU and BC will visit Lloyds Bank on Thursday 5th November to close the account.

4.3 Introduction of Pension Scheme. BC has advised that template letters explaining the scheme will be sent out to staff. RJ will have the SAGE module in place in December 2015 ready for pension roll out in February 2016. The Board agreed that the company contribution will be at the statutory level.

4.4 Grounds Maintenance Contract. BC advised of the current status. MU requested a copy of the specification (BC to forward by email). BC advised that as the Trust has not taken any additional land since the contract stood up, invitations to tender are based on the original documents of 2013, which are not being up-issued. He added that there were several parcels of land that we thought would be transferred by now, and that he had no idea why the transfers had not taken place.

ACTION BC

4.5 Sports Pitches and Facilities. Plans have come through from Kier with proposals for the sport pitches. BC ran through the plans. BC advised that there is a steering group to help develop the plans with Kier. JC and PF advised they would like to get involved in the steering group.

4.6 Roads. BC advised that LCC are yet to confirm if the Phase 1 roads have been adopted.

4.7 Superfast Broadband. Wayleaves have been signed for the two new cabinets which will link to Cabinets 26 and 28. Cabinet 18 (on Marigold Avenue) is unlikely to be fibre-enabled until the new financial year.

4.8 Caretaking. A second caretaker has now been employed on a three month fixed term contract to allow the caretaking requirements to be scoped ready for self opening / lock up to be trialled.

4.9 Bulb Planting and New Hedges. All 3500 bulbs have now been planted; the new hedges will be laid out once ground conditions permit.

4.10 Security & Access. The new electronic lock system should be in place within two to three weeks. M-Fire have advised that relocating the double doors into the lounge to the lobby side of the toilet corridor will not degrade fire safety.

5 Finance Reports 2015/2016 (Year End Review)

RJ presented the finance reports.

The Board agreed that once the change in the annual Retail Price Index is known, details will be circulated to all Directors for approval via email (Item 3 on the Finance Report (Document 5a)

6 Directors Items

6.1 Annual Salary Review. This item was carried over to the December meeting.

6.2 Monthly Board Meeting Date. Following a request from DA to review if meetings could be moved from Monday, all present agreed to move meetings to the 1st Thursday of the Month.

7 Any Other Business

BC

- BC advised that two members of staff are now enrolled on a Business Administration Course.
- We have received a letter of complaint from a member about the builder's sales hoardings and flags on either side of the bridge at Roundabout 1 (A15) and litter from McDonalds. BC advised that he has written back to the resident saying he will contact both Kier and McDonalds to see if anything can be done (although McDonalds have been approached on several occasions with little improvement). CJK agreed raise the matter at the next meeting of Bourne Town Council so the matter can be escalated to SKDC

ACTION CJK

- BC advised that Bourne Lions would like to donate some benches to the Trust. BC is meeting with Graham Crane to discuss further.
- BC confirmed that the fault on the fire alarm has finally been resolved.
- BC advised of a new long-term hire request for half a hall from 11:30 to 15:00. All present agreed that it should be accommodated if possible.
- PF submitted his apologies for being unable to attend the AGM next week.

8 Date of the next meeting

Thursday 3rd December 2015

The meeting closed at 20:25