Elsea Park Community Trust Board Meeting Minutes
Monday 12th October 2015

Present:		
Jane Whitehead	JW	Resident Director
Martin Hughes	MH	Resident Director
Paul Fellows	PF	Bourne Town Council Representative
Matt Upex	MU	Resident Director
John Kirkman	JK	Primary School 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 Dan Browne (DB), Adam Cooke (AC), Duncan Ashwell (DA), James Cook (JC), Jono Brough (JB) and Jane Kingman (CK).

2 Minutes From The Previous Meeting Held on 14th September 2015

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

3 Matters arising not on Action Plan

JK asked if we have received any of the drainage documentation. BC advised it was hoped it might be ready for the next meeting with Kier, which should take place in November (MH & BC to attend)

MH asked if The Trust had received the outline plans for sport pitches and associated facilities since the meeting with Kier. BC advised that nothing had been received to date.

BC advised the close board fencing provided on one side of the David Wilson play area is still of some concern, and that The Trust should not accept the transfer of the play area until the metal fencing that already exists on the other three sides is extended to encircle the facility.

MU proposed that the wording of Agenda Item 3 be changed for future meetings to “Matters Arising From The Minutes”.

4 Management Report

BC presented the management report.

Articles of Association:

Buckles had advised that everything should be in place to enable the Special Resolution for the adoption of new AoA to be put to members at the AGM on 9 November 2015; it has therefore been listed on the agenda in the AGM Calling Notice that has been sent to all members. Buckles are now drafting the legal document required by SKDC to put in place the bond that will underwrite SKDCs financial liability for grounds maintenance costs until September 2016 in the event that The Trust should fail.

BC advised that the wording around remuneration of Directors was being re-written. The original draft by Buckles would have given The Board the authority to set Director’s remuneration without limit, and The Board felt this was unacceptable.

PF stated that he was completely against any form of remuneration for Directors.

BC pointed out that the remuneration had been discussed prior to the new articles being drafted, and that they had been circulated to all Directors for their comments / feedback at least twelve months earlier. He added that those present at the previous meeting had stated that even if remuneration was available, it did not mean that they would claim it.

BC reminded the meeting that DB had originally suggested remuneration for Resident Directors be considered to recognise the time they put in and the responsibilities that came with the role.

JW requested that an update from the Trust is placed in the next newsletter prior to the AGM if possible. BC advised that an update will be provided in the next Newsletter.

ACTION BC

Banking.

The NatWest account has been closed, and the balance transferred to the main account. MU and BC need to visit Lloyds Bank together to close the Lloyds account**.**

ACTION MU / BC

Pension Scheme

BC has opened an account with a provider (The People's Pension) in preparation for the introduction of the company pension scheme.

Grounds Maintenance Contract

Responses have been received from the three companies who were short listed in the original Invitation to Tender and bids are awaited. The deadline for response is 6th November. The new contract is expected to stand up in June 2016 unless the option for the one year extension allowed by the original contract is taken up.

Sports Pitches

BC advised that he has met with Lee Clark (who runs one of the junior football teams in Bourne). Mr Clark is keen to assist with the project, and has already offered advice regarding recent builds in the local area that have delivered flexible and sustainable facilities. BC advised that if approved by The Board, Mr Clark would be co-opted on to the steering group. The Board welcomed Mr Clark's interest, and accepted his kind offer.

Roads

Despite being advised by Kier that the Phase 1 Roads had been adopted, BC advised the meeting that LCC Highways Department had yet to adopt the roads. He added that he had been successful in getting the road intersections with Tilia Way white-lined.

Superfast Broadband

BC Reported that there had been no further progress by BT.

Caretaking

Following the resignation of The Caretaker / Handyman, BC outlined the options available for caretaker cover.

For some time, self-opening and lock up by regular hirers has been under consideration, and the office have now identified a time-controlled electronic door lock which will make this easy to implement. The lock has been priced, and BC awaits confirmation from our insurers that they are happy for us to change our procedures. Subject to the insurer's decision, BC requested approval to purchase the system and get a quote to move the double doors to the lounge to improve security. The Board approved both requests.

Meanwhile, BC requested approval to appoint a new Caretaker / Cleaner on a fixed term (temporary) contract whilst the requirement for caretaking hours was determined once the new procedures are implemented. He added that maintenance and repairs are now being undertaken by an appropriate tradesman if such work is beyond the capabilities of Trust staff.

The Board approved the appointment of the new caretaker / cleaner on a fixed term (temporary) contract, with the proviso that once the new caretaking hours have been identified, the job is advertised in the normal manner.

5 Finance Reports

RJ presented the finance reports.

6 Directors Items

None

7 Action Plan/Future Agenda Items

Nil. MU requested this item be removed from the agenda of future meetings as items requiring action are now identified in the Management Report.

ACTION RJ

8 Any Other Business

PF advised that two consultation meetings regarding the future of Bourne Town Hall are taking place at The Centre.

BC confirmed that he will send out a proposed framework for the AGM Presentation to all directors to add comments or material as required.

ACTION BC

MH asked for an update on the bus stop brick situation. BC has asked two bricklayers to quote and neither have got back to him. MH and MU will give BC some contacts.

ACTION MH / MU

9 Date of the next meeting

Monday 2nd November 2015

The meeting closed at 20:50