

# AGENDA Elsea Park Community Trust Board Meeting Thursday 7<sup>th</sup> December 2017 – 19:00

Venue: Meeting Room, The Centre @ Elsea Park

Time	Item		
19:00	1	Welcome and Apologies	JB
19:05	2	Minutes from previous meeting held on 2 <sup>nd</sup> November 2017	JB
19:15	3	Matters arising from the Minutes	All
19:25	4	Management report	ВС
19:45	5	Monthly Finance Report	BC/BL
20:00	6	General Data Protection Requirements (GDPR)	вс
20:15	7	Directors Items	AII
20:30	7.1	Sports Pitch	JF
20:45	8	Any Other Business	All
21:00	9	Date of the next meeting: Thursday 4 <sup>th</sup> January 2018	AII

### Elsea Park Community Trust Board Meeting Minutes Thursday 7<sup>th</sup> December 2017

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Duncan Ashwell	DA	Owner Director
Sylwester Rzeminski	SR	Owner Director
Peggy Kent	PK	Resident Director
Cllr Paul Fellows	PF	Bourne Town Council Representative
In Attendance:		
Barry Cook	ВС	Trust Manager
Bea Laidler	BL	Finance and Admin Officer

The meeting opened at 19:00

# 1. Welcome and Apologies for Absence

INTERESTS IN PROPOSED TRANSACTIONS AND/OR ARRANGEMENTS WITH THE COMPANY.

- 1.1 In accordance with the Company's articles of association and s.177 Companies Act 2006, each director present who was in any way, directly or indirectly, interested in the business of the meeting, declared the nature and extent of his interest (Interest) to the other directors, save to the extent that such Interest was the subject of a notice in writing or general notice or the other directors were already aware of it (or ought reasonably to have been aware of it).
- 1.2 It was noted that none of the Interests disqualified any of the directors present from forming part of the quorum of, or voting at, the meeting.
- 1.3 JB welcomed everyone to the meeting and thanked them for attending.
- 1.4 Apologies have been received from James Fordham, Joanne Derrick, Robert Reid and Dan Browne.

#### 2. Minutes from the Previous Meeting Held on 2<sup>nd</sup> November 2017

The minutes of the previous meeting were reviewed and accepted as a true record of that meeting.

#### 3. Matters arising from the Minutes

3.1 BL updated the Board on the uniforms for the Parks and Grounds staff. No orders for uniforms will be placed until a new Caretaker is appointed.

**Action BL** 

#### 4. Management Report

BC presented the management report and gave the following updates.

#### 4.1 Staffing

HT, the Youth Worker Assistant has submitted her resignation. It is not certain yet if HT will be replaced.

#### 4.3 Trees

The cost for planting the 39 new trees was actually higher than the estimate due to the incorrect number of trees originally quoted to CGM.

### 4.4 Highways Meeting

BC has purchased a measuring wheel and measured the length of the required footpath between Bourne Heights and West Road. This information has been sent to RR for onward transmission to Highways.

**Action BC** 

#### 4.8 **3G Football Pitch**

- 4.8.1 BC & MM met with the funding expert to discuss funding streams and timescales. Local clubs and organisations have been contacted and a very positive response was received.
- 4.8.2 A meeting with Kier is still be arranged.

#### 5. Finance Reports

- 5.1 BL presented the November accounts and gave explanations for the variances.
- 5.2 Old invoices still outstanding on the Creditors have been cleared. These invoices have previously been paid by credit card and making the corrections on the ledger has contributed to the positive variance on the accounts.
- 5.3 BL gave an update on the outstanding Debtors. Court action is required before mortgage lenders will consider settling payment for bad debtors. Buckles Solicitors have suggested implementing forfeiture procedures where mortgage lenders are unwilling to settle the debt on behalf of the bad debtors.

**Action BL** 

## 6. General Data Protection Requirements (GDPR)

- 6.1 BC has begun implementing GDPR provisions and the first privacy notice was incorporated into the Application Form for the caretaker vacancy.
- 6.2 For compliance with the new regulations, The Trust will be sending a letter to all members advising them of the data The Trust holds on them. This letter (in the form of a Privacy Notice) will be included with the Annual Charge invoices and will be sent in February 2018.

#### 7. Directors' Items

7.1 The Football Pitch was covered in the management report.

#### 8. Any Other Business

8.1 BC informed the Board that SKDC Cllr. Martin Wilkins had upset some residents by saying that when the developers finish building on Elsea Park, he is concerned for the ongoing maintenance and seemed to be unaware of The Trust. BC asked DA for advice on how to approach this issue.

Action BC/DA

8.2 BC has submitted a grant application for LED lighting. An assessment has been arranged for January 2018 and BC will ask advice regarding air source heat pump.

**Action BC** 

- 8.3 The Board agreed the Christmas close down The Centre will close from 5:00pm 21<sup>st</sup> December 2017 to 2<sup>nd</sup> January 2018. The staff will take annual leave as appropriate.
- 8.4 Working with Bourne NPT, The Trust will be fitting immobitag security devices at cost price at The Centre on 2<sup>nd</sup> January 2018.
- 8.5 JB expressed his thanks to all directors and staff for their hard work during the year and wished everyone a Merry Christmas.

#### 9. Date of next meeting

No meeting will be held in January although the reports will still be circulated.

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

Report to: Elsea Park Community Trust Board

Date: Friday 1 December 2017

**Subject:** Management Report – December 2017

From: Barry Cook – Community Trust Manager

## 1. Staffing

The Park Warden / Relief Caretaker (SO) who was temping for us via Reed Recruitment has now been offered (and has accepted) a permanent position with The Trust. His direct employment at The Trust commenced today, 1 December 2017.

#### 2. New Caretaker

The new caretaker commenced work on Tuesday 21<sup>st</sup> November but decided within a couple of days that the job was not really suitable for him. BC has now written the new advertisement, job description, and application form for the vacancy and the job will be initially advertised via our website, The Trust and Residents' Facebook pages, and on the notice boards within the development on Monday 4<sup>th</sup> December.

#### 2. Salary Review 2017

In accordance with the observation made by the auditors, members of staff received individual letters from the Chairman advising them of their salary following the recent pay award.

#### 3. Tree Planting

Thirty-nine trees will be delivered on Wednesday 6<sup>th</sup> December. CGM will be planting the trees on 7<sup>th</sup> / 8<sup>th</sup> December. Fifteen trees will be planted along The Pollards with the remaining trees being planted on Cooke's Field and Linear Park.

#### 4. Highways Meeting

The Meeting with the Highways Officer finally took place on Friday 17<sup>th</sup> November. A number of issues were discussed including the investigation of speed reduction on Raymond Mays Way to aid the provision of a bus stop / stops and the potential for a footpath linking Bourne Heights to the existing footpath on West Road via a joint funding initiative.

BC provided the results of the Archer Survey that had been commissioned on Raymond Mays Way back in 2013 to The Highways Officer who advised that the statistics from the survey might help to support the case.

The Highways Officer requested that BC provide plans detailing the route proposed for the footpath along with accurate measurements of the new footpath links. BC was requested to route all communications with Highways via RR and forwarded all the information to RR on 24 December 2017.

### 5. 3G Sports Pitch Project

Following a meeting with Caroline Smith, the funding specialist on Monday 6th November, Caroline has been instructed to prepare the funding requests and further develop the business case for submission to The Football Foundation.

#### 6. Land Transfers

There has at last been some progress with DWH regarding the transfer of the play area on Great Leighs and the POS at Little Garth. Once the issue of the close board fence separating the play area from the Taylor Wimpey homes has been clarified with Taylor Wimpey the transfers should progress.

I have also had further communication with Bovis Homes regarding the transfer of land off Badger Lane and await a site meeting with them.

#### 7. Staff Appraisals

I am sorry to advise that I have yet to complete the staff appraisals, primarily due to other priorities; they will now be completed December.

Report Name: Operational Trust Accounts	Trust Budget 1	lst April 2017 - 3	31st October 2017													
		Year to date	Year to Date		Remaining	Full Year										olsoapark
	2017 Budget	Budget	Expenditure	Year to date	Budget	Budget minus									l., .	elseapark
	Zon Baagot	01/04/2017 -	01/04/2017 -	Variance + / -	01/09/2017-	Full year	August 17		Varience +		September 17	Varience +		October 17	Varience +	Community Trust
<u>Item</u>		31/10/2017	31/10/2017		31/03/2018	Expenditure	Budget	Expenditure	-	17 Budget	Expenditure	7 -	Budget	Expenditure	7-	Notes
Office Staff Salaries	75,000.00	39,825.00	39,588.90	236.10	35,175.00	35,411.10	5,665.00	5,655.55	9.45	5,665.00	5,655.55	9.45	5,835 00	5,655 55		
Employers NI & Pension	11,900.00	4,073.00	1,497.46	2,575.54	7,827.00	10,402.54	615.00	270.81	344.19	615.00	530.61	84.39	635 00	530.61	104 39	
Staff Training & Other Staffing costs	1,000.00	581.00	201.65	379.35	419.00	798.35	83.00	0.00	83.00	83.00	0.00	83.00	83 00	17.50	65 50	
Communications, Printing and Advertising, P.R																
(literature,Brochure)	4,100.00	2,394.00	720.95	1,673.05	1,706.00	3,379.05	342.00	394.99	-52.99	342.00	194.00	148.00	342 00	131.96	210 04	
Franking	2,000.00	1,169.00	443.35	725.65	831.00	1,556.65	167.00	0.00	167.00	167.00	0.00	167.00	167 00	123.35	43.65	
Office Stationery	2,491.00	1,449.00	348.96	1,100.04	1,042.00	2,142.04	207.00	0.00	207.00	207.00	86.31	120.69	207 00	220.41	-13.41	
Travel & Subsistence	200.00	119.00	0.00	119.00	81.00	200.00	17.00	0.00	17.00	17.00	0.00		17 00	0.00		
Telephone/Mobile and Internet	2,000.00	1,169.00	572.38	596.62	831.00	1,427.62	167.00	45.96	121.04	167.00	0.00	167.00	167 00	55.92	111 08	
Website, IT and Software	4,000.00	2,331.00	1,364.47	966.53	1,669.00	2,635.53	333.00	1,029.26	-696.26	333.00	62.29	270.71	333 00	-2.98	335 98	
Membership & Subscription	492.00	287.00	184.50	102.50	205.00	307.50	41.00	32.00	9.00	41.00	0.00	41.00	41 00	0.00	41 00	
Audit and Accountancy Fees	4,100.00	4,100.00	5,162.50	-1,062.50	0.00	-1,062.50	2,723.00	3,785.75	-1,062.75	0.00	0.00	0.00	500 00	500.00	0 00	
Legal Fees (Court action)	1,000.00	581.00	51.00	530.00	419.00	949.00	83.00	9.00	74.00	83.00	0.00	83.00	83 00	27.00	56 00	
Professional Fees	2,320.00	1,351.00	0.00	1,351.00	969.00	2,320.00	193.00	0.00	193.00	193.00	0.00	193.00	193 00	0.00	193 00	
Insurance	3,800.00	3,800.00	4,787.08	-987.08	0.00	-987.08	3,800.00	4,787.08	-987.08	0.00	0.00	0.00	0 00	0.00	0 00	
Noticeboards	10,000.00	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0 00	0.00	0 00	
Sports Facilities	10,000.00	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0 00	0.00	0 00	
Miscellaneous Expenditure	1,000.00	581.00	122.01	458.99	419.00	877.99	83.00	50.96	32.04	83.00	0.00	83.00	83 00	10.44	72 56	
Trust Community Grants	1,000.00	581.00	0.00	581.00	419.00	1,000.00	83.00	0.00	83.00	83.00	0.00	83.00	83 00	0.00	83 00	
Anniversary Weekend & other events	2,000.00	2,000.00	2,266.77	-266.77	0.00	-266.77	0.00	100.00	-100.00	0.00	0.00	0.00	0 00	16.00	-16 00	
Charges (card machine, harlands, bank)	11,000.00	6,419.00	2,158.73	4,260.27	4,581.00	8,841.27	917.00	348.78	568.22	917.00	14.01	902.99	917 00	354.19	562 81	
Proportioned Centre Costs	4,537.00	3,118.00	2,768.44	349.56	1,419.00	1,768.56	442.00	312.96	129.04	446.00	435.23	10.77	488 00	344.05	143 95	
Depreciation allowance	35,000.00	0.00	0.00	0.00	35,000.00	35,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0 00	0.00	0 00	
Contribution to The Centre	26,100.00	15,225.00	12,578.07	2,646.93	10,875.00	13,521.93	2,175.00	3,339.62	-1,164.62	2,175.00	1,695.79	479.21	2,175 00	855.79	1,319 21	Additional Centre income and lower costs, contributions have been reduced
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Trust Totals	215,040.00	91,153.00	74,817.21	16,335.79	123,887.00	140,222.79	18,136.00	20,162.72	-2,026.72	11,617.00	8,673.79	2,943.21	12,349.00	8,839.79	3,509.21	
Operational Groundsman Budget																_
Salaries	20,500.00	12,639.00	12,580.75	58.25	7,861.00	7,919.25	1,798.00	1,797.25	0.75		1,797.25	0.75	1,851 00	1,797 25		
Employers NI	1,700.00	1,091.00	462.03	628.97	609.00	1,237.97	156.00	154.01	1.99		154.01	1.99	161 00	154.01	6 99	
Grounds Maintenance Contract	35,000.00	13,419.00	14,063.84	-644.84	21,581.00	20,936.16	1,917.00	0.00	,	,	3,858.24	, -	1,917 00	1,929.12		
Equipment Hire	513.00	0.00	30.00	-30.00	513.00	483.00	0.00	0.00	0.00	0.00	0.00	0.00	0 00	0.00		
Repairs and Renewals	3,800.00	0.00	319.28	-319.28	3,800.00	3,480.72	0.00	94.53	-94.53	0.00	0.00	0.00	0 00	16.79	-16.79	
Ditch & Dyke Maintenance, Fence repairs and																
replacements	30,500.00	2,670.00	2,797.39	-127.39	27,830.00	27,702.61	0.00	34.50	-34.50	1,000.00	807.36	192.64	1,670 00	1,662.48	7 52	
Habitat Ponds	8,000.00	0.00	0.00	0.00	8,000.00	8,000.00	0.00	0.00	0.00		0.00	0.00	0 00	0.00		
Arboricultural Survey & Tree maintenance	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0 00	0.00	0 00	

Salaries	20,500.00	12,639.00	12,580.75	58.25	7,861.00	7,919.25	1,798.00	1,797.25	0.75	1,798.00	1,797.25	0.75	1,851 00	1,797 25	53.75	i e
Employers NI	1,700.00	1,091.00	462.03	628.97	609.00	1,237.97	156.00	154.01	1.99	156.00	154.01	1.99	161 00	154.01	6 99	
Grounds Maintenance Contract	35,000.00	13,419.00	14,063.84	-644.84	21,581.00	20,936.16	1,917.00	0.00	1,917.00	1,917.00	3,858.24	-1,941.24	1,917 00	1,929.12	-12.12	
Equipment Hire	513.00	0.00	30.00	-30.00	513.00	483.00	0.00	0.00	0.00	0.00	0.00	0.00	0 00	0.00	0 00	
Repairs and Renewals	3,800.00	0.00	319.28	-319.28	3,800.00	3,480.72	0.00	94.53	-94.53	0.00	0.00	0.00	0 00	16.79	-16.79	
Ditch & Dyke Maintenance, Fence repairs and																
replacements	30,500.00	2,670.00	2,797.39	-127.39	27,830.00	27,702.61	0.00	34.50	-34.50	1,000.00	807.36	192.64	1,670 00	1,662.48	7 52	
Habitat Ponds	8,000.00	0.00	0.00	0.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0 00	0.00	0 00	
Arboricultural Survey & Tree maintenance	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0 00	0.00	0 00	
Landscaping Projects (New works)	5,000.00	2,919.00	1,775.93	1,143.07	2,081.00	3,224.07	417.00	79.00	338.00	417.00	1,215.81	-798.81	417 00	301.12	115 88	
Fuel, Oil and Water	500.00	294.00	104.07	189.93	206.00	395.93	42.00	0.00	42.00	42.00	0.00	42.00	42 00	33.35	8.65	
Vehicle Insurance	1,097.00	1,097.00	1,383.11	-286.11	0.00	-286.11	1,097.00	1,383.11	-286.11	0.00	0.00	0.00	0 00	0.00	0 00	
Bird boxes & Wildlife goods	1,968.00	0.00	0.00	0.00	1,968.00	1,968.00	0.00	0.00	0.00	0.00	0.00	0.00	0 00	0.00	0 00	
Play ground inspection	700.00	600.00	581.00	19.00	100.00	119.00	0.00	0.00	0.00	600.00	581.00	19.00	0 00	0.00	0 00	
															·	
Groundsman Totals	110,278.00	34,729.00	34,097.40	631.60	75,549.00	76,180.60	5,427.00	3,542.40	1,884.60	5,930.00	8,413.67	-2,483.67	6,058.00	5,894.12	163.88	

#### Operational The Centre Budget

Staff salaries	26,000.00	16,169.00	16,010.88	158.12	9,831.00	9.989.12	2.276.00	2.275.20	0.80	2.276.00	2,275.20	0.80	2.344 00	2.275 20	68 80	
Employers NI	1,600.00	375.00	158.56	216.44	1,225.00	1,441.44	58.00	46.53	11.47	58.00	46.53	11.47	60 00	46.53	13.47	
Temporary Staff	0.00	0.00	452.70	-452.70	0.00	-452.70						0.00		452.70	-452.70	Groundsman/Relief caretaker not budgeted for
Youth Activities	506.00	294.00	0.00	294.00	212.00	506.00	42.00	0.00	42.00	42.00	0.00	42.00	42 00	0.00	42 00	-
PRS & Licenses	1,500.00	910.00	903.62	6.38	590.00	596.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0 00	
Advertising, Communications & Printing	456.00	266.00	101.78	164.22	190.00	354.22	38.00	0.00	38.00	38.00	0.00	38.00	38 00	-30.71	68.71	
The Centre repairs, renewals, maintenance	8,500.00	4,956.00	5,853.53	-897.53	3,544.00	2,646.47	708.00	2,533.90	-1,825.90	708.00	585.00	123.00	708 00	31.79	676 21	Little maintenance required
Business Rates	11,775.00	9,104.00	8,241.99	862.01	2,671.00	3,533.01	1,350.00	1,177.43	172.57	1,350.00	1,177.43	172.57	1,350 00	1,177.43	172 57	
Water	1,800.00	1,050.00	530.96	519.04	750.00	1,269.04	150.00	0.00	150.00	150.00	0.00	150.00	150 00	0.00	150 00	
Gas	2,000.00	644.00	0.00	644.00	1,356.00	2,000.00	50.00	0.00	50.00	70.00	0.00	70.00	70 00	0.00	70 00	
Electric	1,000.00	748.00	1,325.37	-577.37	252.00	-325.37	83.00	0.00	83.00	83.00	275.81	-192.81	250 00	0.00	250 00	
Cleaning	1,500.00	875.00	931.31	-56.31	625.00	568.69	125.00	69.42	55.58	125.00	280.75	-155.75	125 00	193.28	-68 28	
Centre Totals	56,637.00	35,391.00	34,510.71	880.29	21,246.00	22,126.29	4,880.00	6,102.48	-1,222.48	4,900.00	4,640.72	259.28	5,137.00	4,146.22	990.78	
					•						•	•	•	•		•
Combined Expenditure Totals	381,955.00	161,273.00	143,425.32	17,847.68	220,682.00	238,529.68	28,443.00	29,807.59	-1,364.59	22,447.00	21,728.17	718.83	23,544 00	18,880.13	4,663 87	•

#### Income 2017/2018

	Full Year Predicted Income 2017	Year to date Budget 01/04/2017 - 31/10/2017	Year to Date Income 01/04/2017 - 31/10/2017	Year to date Variance + / -	Remaining Budget 01/08/2017- 31/03/2018	Full Year Budget minus Full year Income	August 17 Budget	August 17 Income	Varience + /	September 16 Budget	September 16 Income	Varience +	October 16 Budget	October 16 Income	Varience +	Notes
The Trust income																
Annual charge	-385,609.00	-371,402.00	-379,077.16	7,675.16	-14,207.00	-6,531.84	-3,150.00	-1,029.94	-2,120.06	-3,150.00	-711.88	-2,438.12	- 1,410.00	-2,974 39	1,564 39	Higher sales
Administration fees	-12,000.00	-8,400.00	-16,550.00	8,150.00	-3,600.00	4,550.00	-1,200.00	-900.00	-300.00	-1,200.00	-900.00	-300.00	-1,200 00	-4,350 00	3,150 00	Higher sales
Club contribution for Youth Worker	-950.00	-560.00	0.00	-560.00	-390.00	-950.00	-80.00	0.00	-80.00	-80.00	0.00	-80.00	-80 00	0.00	-80 00	
Other	0.00	0.00	-1,531.04	1,531.04	0.00	1,531.04	0.00	-479.08	479.08	0.00	0.00	0.00	0 00	-713.00	713 00	BTWayleave payment and A15 accident costs to be reimbursed
The Trust Total income NET	-398,559.00	-380,362.00	-397,158.20	16,796.20	-18,197.00	-1,400.80	-4,430.00	-2,409.02	-2,020.98	-4,430.00	-1,611.88	-2,818.12	-2,690.00	-8,037.39	5,347.39	
The Centre income																
Proportioned Centre Costs (income)	-4,537.00	-3,118.00	-2,768.44	-349.56	-1,419.00	-1,768.56	-442.00	-312.96	-129.04	-446.00	-435.23	-10.77	-488 00	-344.05	-143 95	
Trust subsidy	-26,100.00	-15,225.00	-12,578.07	-2,646.93	-10,875.00	-13,521.93	-2,175.00	-3,339.62	1,164.62	-2,175.00	-1,695.79	-479.21	-2,175 00	-855.79	-1,319 21	Additional income and less costs = a lower Trust contribution
Avalon bookings	-26,000.00	-15,169.00	-19,164.20	3,995.20	-10,831.00	-6,835.80	-2,167.00	-2,449.90	282.90	-2,167.00	-2,509.70	342.70	-2,167 00	-2,946 38	779 38	
The Centre Total income NET	-56,637.00	-33,512.00	-34,510.71	998.71	-23,125.00	-22,126.29	-4,784.00	-6,102.48	1,318.48	- 2,370.00	-4,640.72	2,270.72	- 2,400.00	-4,146.22	1,746.22	

-455,196.00 -413,874.00 -431,668.91 17,794.91 -41,322.00 -23,527.09 -9,214.00 -8,511.50 -702.50 -6,800.00 -6,252.60 -547.40 -5,090.00 -12,183.61 7,093.61

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**35,642.59 179,360.00 215,002.59 19,229.00 21,296.10 -2,067.10 15,647.00** Net Expenditure -73,241.00 -252,601.00 15,475.58 171.42 18,454 00

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**Total Income** 

Ring fenced Accounts
Green Fund Total @ 1st April 2017
Green Fund Expenditure from 2017/2018 39,496.00 0.00 Green Fund Income from 2017/2018 57.50 Total remaining fund 39,553.50

-88,883.59 Estimated underspend for 2017/18

# Report Name: Operational Trust Accounts

			Year to date	Year to Date		Remaining	Full Year	1	<u> </u>			I					
		2017 Budget	Budget 01/04/2017 -	Expenditure 01/04/2017 -	Year to date Variance + / -	Budget 01/09/2017-	Budget minus Full year	September	September 17	Varience +	October 17	October 17	Varience +	November	November 17	Varience + /	elseapark Community Trust
<u>m</u>			30/11/2017	30/11/2017		31/03/2018	Expenditure	17 Budget	Expenditure	1-	Budget	Expenditure	1-	17 Budget	Expenditure	-	Notes
ffice Staff Salaries	0	75,000.00	45,660.00	45,470.77	189.23	29,340.00	29,529 23	5,665 00	5,655.55	9.45	5,835.00	5,655.55	179.45	5,835.00	5,881.87	-46.86	
nployers NI & Pension	0	11,900.00	4,708.00	2,061.73	2,646.27	7,192.00	9,838 27	615 00	530.61	84.39	635.00	530.61	104.39	635.00	564.27	70.73	
aff Training & Other Staffing costs	21	1 1,000.00	664.00	201.65	462.35	336.00	798 35	83 00	0.00	83.00	83.00	17.50	65.50	83.00	0.00	83.00	
mmunications, Printing and Advertising, P.R																	
erature,Brochure)	1	4,100.00	2,736.00	720.95	2,015.05	1,364.00	3,379 05	342 00	194.00	148.00	342.00	131.96	210.04	342.00	0.00	342.00	
anking	2	2,000.00	1,336.00	443.35	892.65	664.00	1,556.65	167 00	0.00	167.00	167.00	123.35	43.65	167.00	0.00	167.00	
ice Stationery	3	2,491.00	1,656.00	348.96	1,307.04	835.00	2,142 04	207 00	86.31	120.69	207.00	220.41	-13.41	207.00	0.00	207.00	
vel & Subsistence	4	200.00	136.00	0.00	136.00	64.00	200 00	17 00	0.00	17.00	17.00	0.00	17.00	17.00	0.00	17.00	
ephone/Mobile and Internet	5	2,000.00	1,336.00	989.83	346.17	664.00	1,010.17	167 00	0.00	167.00	167.00	55.92	111.08	167.00	417.45	-250.45	Tidy up of debtor accounts
osite, IT and Software	6	4,000.00	2,664.00	1,426.46	1,237.54	1,336.00	2,573 54	333 00	62.29	270.71	333.00	-2.98	335.98	333.00	61.99	271.01	
nbership & Subscription	7	492.00	328.00	284.50	43.50	164.00	207 50	41 00	0.00	41.00	41.00	0.00	41.00	41.00	100.00	-59.00	
lit and Accountancy Fees	8	4,100.00	4,600.00	5,204.75	-604.75	-500.00	-1,104.75	0 00	0.00	0.00	500.00	500.00	0.00	500.00	42.25	457.75	
al Fees (Court action)	9	1,000.00	664.00	49.00	615.00	336.00	951 00	83 00	0.00	83.00	83.00	27.00	56.00	83.00	-2.00	85.00	
fessional Fees	10	2,320.00	1,544.00	0.00	1,544.00	776.00	2,320 00	193 00	0.00	193.00	193.00	0.00	193.00	193.00	0.00	193.00	
urance	50	3,800.00	3,800.00	4,787.08	-987.08	0.00	-987 08	0 00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
iceboards	51	1 10,000.00	0.00	0.00	0.00	10,000.00	10,000 00	0 00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
orts Facilities	52	10,000.00	0.00	0.00	0.00	10,000.00	10,000 00	0 00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
cellaneous Expenditure	40	1,000.00	664.00	-159.66	823.66	336.00	1,159.66	83 00	0.00	83.00	83.00	10.44	72.56	83.00	-281.67	364.67	Tidy up of debtor accounts
st Community Grants	22	1,000.00	664.00	0.00	664.00	336.00	1,000 00	83 00	0.00	83.00	83.00	0.00	83.00	83.00	0.00	83.00	
niversary Weekend & other events	20	2,000.00	2,000.00	1,444.70	555.30	0.00	555 30	0 00	0.00	0.00	0.00	16.00	-16.00	0.00	-822.07	822.07	Tidy up of debtor accounts
arges (card machine, harlands, bank)	11	1 11,000.00	7,336.00	2,463.71	4,872.29	3,664.00	8,536 29	917 00	14.01	902.99	917.00	354.19	562.81	917.00	304.98	612.02	
portioned Centre Costs	29	9 4,537.00	3,606.00	3,180.59	425.41	931.00	1,356.41	446 00	435.23	10.77	488.00	344.05	143.95	488.00	412.15	75.85	
preciation allowance	25	35,000.00	0.00	0.00	0.00	35,000.00	35,000 00	0 00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ntribution to The Centre		26,100.00	17,400.00	15,343.71	2,056.29	8,700.00	10,756 29	2,175 00	1,695.79	479.21	2,175.00	855.79	1,319.21	2,175.00	2,765.64	-590.64	
st Totals		215,040.00	103,502.00	84,262.07	19,239.93	111,538.00	130,777.93	11,617.00	8,673.79	2,943.21	12,349.00	8,839.79	3,509.21	12,349.00	9,444.86	2,904.15	

#### Operational Groundsman Budget

Groundsman Totals		110,278.00	40,887.00	44,252.70	-3,365.70	69,391.00	66,025.30	5,930.00	8,413.67	-2,483.67	6,058.00	5,894.12	163.88	6,158.00	10,155.30	-3,997.30	
Play ground inspection	33	700.00	600.00	581.00	19.00	100.00	119 00	600 00	581.00	19.00	0.00	0.00	0.00	0.00	0.00	0.00	
Bird boxes & Wildlife goods	32	1,968.00	100.00	98.83	1.17	1,868.00	1,869.17	0 00	0.00	0.00	0.00	0.00	0.00	100.00	98.83	1.17	
Vehicle Insurance	31	1,097.00	1,097.00	1,383.11	-286.11	0.00	-286.11	0 00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Fuel, Oil and Water	30	500.00	336.00	104.07	231.93	164.00	395 93	42 00	0.00	42.00	42.00	33.35	8.65	42.00	0.00	42.00	
Landscaping Projects (New works)	19	5,000.00	3,336.00	1,780.18	1,555.82	1,664.00	3,219 82	417 00	1,215.81	-798.81	417.00	301.12	115.88	417.00	4.25	412.75	
Arboricultural Survey & Tree maintenance	18	1,000.00	0.00	16.66	-16.66	1,000.00	983 34	0 00	0.00	0.00	0.00	0.00	0.00	0.00	16.66	-16.66	Tidy up of debtor accounts
Habitat Ponds	29	8,000.00	0.00	0.00	0.00	8,000.00	8,000 00	0 00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
replacements	28	30,500.00	4,340.00	3,062.02	1,277.98	26,160.00	27,437 98	1,000 00	807.36	192.64	1,670.00	1,662.48	7.52	1,670.00	264.63	1,405.37	
Ditch & Dyke Maintenance, Fence repairs and																	
Repairs and Renewals	27	3,800.00	0.00	3,998.01	-3,998 01	3,800.00	-198 01	0 00	0.00	0.00	0.00	16.79	-16.79	0.00	3,678.73	-3,678.73	
Equipment Hire	16	513.00	0.00	30.00	-30.00	513.00	483 00	0 00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Grounds Maintenance Contract	15	35,000.00	15,336.00	18,122.96	-2,786 96	19,664.00	16,877 04	1,917 00	3,858.24	-1,941.24	1,917.00	1,929.12	-12.12	1,917.00	4,059.12	-2,142.12	
Employers NI	0	1,700.00	1,252.00	625.97	626.03	448.00	1,074 03	156 00	154.01	1.99	161.00	154.01	6.99	161.00	163.94	-2.94	
Salaries	0	20,500.00	14,490.00	14,449.89	40.11	6,010.00	6,050.11	1,798 00	1,797.25	0.75	1,851.00	1,797.25	53.75	1,851.00	1,869.14	-18.14	

#### Operational The Centre Budget

Combined Expenditure Totals

Staff salaries	0	26,000.00	18,513.00	17,868.72	644.28	7,487.00	8,131 28	2,276 00	2,275.20	0.80	2,344.00	2,275.20	68.80	2,344.00	1,857.85	486.16	
mployers NI	0	1,600.00	434.00	210.48	223.52	1,166.00	1,389 52	58 00	46.53	11.47	60.00	46.53	13.47	59.00	51.92	7.08	
emporary Staff	54	0.00	0.00	1,845.28	-1,845 28	0.00	-1,845 28			0.00		452.70	-452.70		1,392.58	-1,392.58	Groundsman/Relief caretaker not budgeted for
outh Activities	35	506.00	336.00	0.00	336.00	170.00	506 00	42 00	0.00	42.00	42.00	0.00	42.00	42.00	0.00	42.00	
RS & Licenses	23	1,500.00	910.00	903.62	6.38	590.00	596 38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
dvertising, Communications & Printing	24	456.00	304.00	169.64	134.36	152.00	286 36	38 00	0.00	38.00	38.00	-30.71	68.71	38.00	67.86	-29.86	
he Centre repairs, renewals, maintenance	14	8,500.00	5,664.00	6,401.83	-737.83	2,836.00	2,098.17	708 00	585.00	123.00	708.00	31.79	676.21	708.00	548.30	159.70	
usiness Rates	12	11,775.00	10,454.00	9,419.42	1,034.58	1,321.00	2,355 58	1,350 00	1,177.43	172.57	1,350.00	1,177.43	172.57	1,350.00	1,177.43	172.57	
ater	13	1,800.00	1,200.00	873.51	326.49	600.00	926.49	150 00	0.00	150.00	150.00	0.00	150.00	150.00	342.55	-192.55	
as	41	2,000.00	714.00	0.00	714.00	1,286.00	2,000 00	70 00	0.00	70.00	70.00	0.00	70.00	70.00	0.00	70.00	
lectric	38	1,000.00	998.00	1,325.37	-327.37	2.00	-325 37	83 00	275.81	-192.81	250.00	0.00	250.00	250.00	0.00	250.00	
Eleaning	17	1,500.00	1,000.00	1,053.37	-53.37	500.00	446.63	125 00	280.75	-155.75	125.00	193.28	-68.28	125.00	122.06	2.94	
							_			_							
Centre Totals		56,637.00	40,527.00	40,071.24	455.76	16,110.00	16,565.76	4,900.00	4,640.72	259.28	5,137.00	4,146.22	990.78	5,136.00	5,560.54	-424.54	

381,955.00 184,916.00 168,586.01 16,329.99 197,039.00 213,368.99 22,447.00 21,728.17 718.83 23,544.00 18,880.13 4,663.87 23,643.00 25,160.69 -1,517.69

#### Income 2017/2018

		Full Year Predicted Income 2017	Year to date Budget 01/04/2017 - 30/11/2017	Year to Date Income 01/04/2017 - 30/11/2017	Year to date Variance + / -	Remaining Budget 01/08/2017- 31/03/2018	Full Year Budget minus Full year Income	September 16 Budget	September 16 Income	Varience +	October 16 Budget	October 16 Income	Varience +	November 16 Budget	November 16 Income	Varience + /	Notes
The Trust income																	
Annual charge	а	-385,609.00	-372,402.00	-379,473.58	7,071.58	-13,207.00	-6,135.42	-3,150 00	-711.88	-2,438.12	- 1,410.00	-2,974.39	1,564.39	- 1,000.00	-396.42	-603.58	
Administration fees	b	-12,000.00	-9,600.00	-17,150.00	7,550.00	-2,400.00	5,150 00	-1,200 00	-900.00	-300.00	-1,200.00	-4,350.00	3,150.00	-1,200.00	-600.00	-600.00	
Club contribution for Youth Worker	26	-950.00	-640.00	0.00	-640.00	-310.00	-950 00	-80 00	0.00	-80.00	-80.00	0.00	-80.00	-80.00	0.00	-80.00	
Other	53	0.00	0.00	-2,057.12	2,057.12	0.00	2,057.12	0 00	0.00	0.00	0.00	-713.00	713.00	0.00	-526.08	526.08	Tidy up of debtor accounts
The Trust Total income NET		-398,559.00	-382,642.00	-398,680.70	16,038.70	-15,917.00	121.70	-4,430.00	-1,611.88	-2,818.12	-2,690.00	-8,037.39	5,347.39	-2,280.00	-1,522.50	-757.50	
The Centre income		$\vdash$															
Proportioned Centre Costs (income)		-4,537.00	-3,606.00	-3,180.59	-425.41	-931.00	-1,356.41	-446 00	-435.23	-10.77	-488.00	-344.05	-143.95	-488.00	-412.15	-75.85	
Trust subsidy		-26,100.00	-17,400.00	-15,343.71	-2,056 29	-8,700.00	-10,756 29	-2,175 00	-1,695.79	-479.21	-2,175.00	-855.79	-1,319.21	-2,175.00	-2,765.64	590.64	
Avalon bookings	С	-26,000.00	-17,336.00	-21,546.95	4,210.95	-8,664.00	-4,453 05	-2,167 00	-2,509.70	342.70	-2,167.00	-2,946.38	779.38	-2,167.00	-2,382.75	215.75	
The Centre Total income NET		-56,637.00	-38,342.00	-40,071.24	1,729.24	-18,295.00	-16,565.76	- 2,370.00	-4,640.72	2,270.72	- 2,400.00	-4,146.22	1,746.22	- 2,000.00	-5,560.54	3,560.54	
Total Income		-455,196.00	-420,984.00	-438,751.94	17,767.94	-34,212.00	-16,444.06	-6,800.00	-6,252.60	-547.40	-5,090.00	-12,183.61	7,093.61	-4,280.00	-7,083.04	2,803.04	

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Net Expenditure -73,241.00 -236,068.00 -270,165.93 34,097.93 162,827.00 196,924.93 15,647 00 15,475.58 171.42 18,454.00 6,696.52 11,757.48 19,363.00 18,077.66 1,285.34

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 Ring fenced Accounts

 Green Fund Total @ 1st April 2017
 39,496.00

 Green Fund Expenditure from 2017/2018
 0.00

 Green Fund Income from 2017/2018
 57.50

 Total remaining fund
 39,553.50

# **Outstanding Debtors**

2017/2018 Income	£ 395,627.16	
<u>Debts</u>		
Court Action letters	6,494.07	7.502.04
Brought forward	1,097.97	7,592.04
Other Action	1,543.16	
Brought forward	1,505.23	3,048.39
Not Chasing (see notes 1 to 6 below)	2,266.41	
Brought forward	1,663.15	3,929.56
broaght forward	14,569.99	3.68%
	11,303.33	=
Brought forward	4,266.35	1.08%
2017/2018	10,303.64	2.60%
	14,569.99	_
		-
Other Action		
Stopped direct debits	815.98	Letter sent requesting settlement of balance
Court judgement already applied	2,077.35	
Sporadic payments	155.06	Letter sent requesting settlement of balance
	3,048.39	<u>-</u>
Notes (see above)		
1.		Payment plan agreed
2.		Payment plan agreed
3.		Payment plan agreed
4.		Deceased, solicitor dealing with trustee
5.		Repossession, awaiting payment from mortgage lender
6.		Properties purchased late 2016/2017
	3,929.56	=