

Elsea Park Community Trust Board Meeting Minutes

Wednesday 2nd April 2014

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Barry Cook	BC	Resident Director
Jono Brough	JB	Resident Director
Jane Whitehead	JW	Resident Director
Matt Upex	MU	Finance Director
Dan Browne	DB	Developer Representative
Paul Fellows	PF	Bourne Town Council Representative
Judy Smith	JS	SKDC Representative
John Kirkman	JK	Primary School Representative
In attendance:		
Sally Waltham	SAW	Trust Manager
Rebecca Jones	RJ	Finance and Admin Officer

The meeting opened at: 19:00

1 Welcome and Apologies

AMB welcomed everyone to the meeting.

As this would be the last meeting that SAW would attend in her capacity as Trust Manager, the Board thanked SAW for all her hard work over the past three years and wished her a long and very happy retirement.

2 Minutes from previous meeting held on 05.03.14

MU requested that under Section 4, his appointment (Finance Director) be replaced with his name.

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

3 Matters arising not on Action Plan

AMB asked DB for an update regarding the work on the Articles of Association.

DB confirmed that Kier are making good progress with the AOA and will be fronting most of the cost.

BC confirmed his start date with the Trust as being the 22nd April 2014. Handover with SAW is scheduled for the 14th and 15th April 2014.

DB gave an update on the Tilia Way road adoption and tree issue. DB confirmed that in some cases LCC will not accept trimming of the tree/s. A tree specialist will be engaged on behalf of Kier to advise The Trust.

SAW has spoken to the council regarding the replacement of dog fouling signs. The aim is to provide more across the estate.

JB is researching a possible replacement vehicle for the tractor, and will look at costings, fuel etc). BC said he would research an electric charging point for vehicles on Elsea Park.

ACTION JB/BC

4 Management Report

SAW updated the Board as per the report.

SKDC have agreed to inform The Trust of any planning applications effecting Elsea Park. The meeting agreed these would be circulated to board members to assess any impact, and if required, a sub-committee would form to consider major applications.

5 Financial Reports – Budget 2014/2015

RJ presented the Operational and Finance reports.

RJ was asked to research changing The Trust's registered office address for properties that completed prior to the move to The Centre.

ACTION RJ

6 Springbank Play Area Tender

RJ updated the Board as per the Springbank report.

The Board agreed to go with Option 1. RJ will update the board accordingly on a timescale for the work to start and a projected time on site.

7 School Update

JK updated the Board as follows:

- The school uniform will be red.
- Mrs Proud (an Elsea Park resident) won the competition to design the logo.
- Places will be offered to children on 16th April 2014.
- It is anticipated there will be between 24 to 30 children in the initial intake.
- A time capsule will be buried on 27th June 2014.
- There has been a huge response to advertisements for staff.
- JK will organise a visit for Directors during the construction phase.

8 Action Plan/Future Agenda Items

SAW to check points 12 and 13 with Niki Szwed (NS).

9 Any Other Business

AMB asked for an update on the playing fields from DB.

DB confirmed that they are progressing and currently in the development and design stage. Once Kier have more detailed information they will present it to the Trust prior to submission to LCC for approval.

ACTION DB

JB asked if other directors could look over the bin locations prior to submitting for planning permission. AMB confirmed she will look over and confirm back to JB. The Board collectively agreed the locations.

A wooden structure has been placed on the main ponds by children. PE is to investigate and remove.

ACTION PE

SAW advised that NS daughter is starting work experience at the Trust as part of her college qualification.

BC advised that the kerbs on the new Kier development appear to be dangerous. DB and BC to take a walk around and then DB will report back to Kier.

ACTION DB/BC

DB suggested that The Trust should consider some form of remuneration for directors. The Trust Manager is to research and report to The Board at a future meeting. The possibility of remuneration for directors will be covered in the new Articles of Association.

10 Date of the next meeting

Wednesday 7th May 2014

Meeting closed at: 21:20