Elsea Park Community Trust Board Meeting Minutes
Wednesday 3rd December 2014

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Jono Brough	JB	Resident Director (Vice chair)
Jane Whitehead	JW	Resident Director
Paul Fellows	PF	Bourne Town Council Representative
In attendance:		
Barry Cook	BC	Trust Manager
Rebecca Jones	RJ	Finance and Admin Officer
Martin Hughes	MH	Potential New Director
Duncan Ashwell	DA	Potential New Director

The meeting opened at 19:00 hrs

1. Welcome and Apologies

AMB welcomed everyone to the meeting.

Apologies for absence had been received from Matt Upex (MU), Judy Smith (JS), John Kirkman (JK), Dan Brown (DB) and Luke Shepperson (LS).

The Board welcomed a new prospective Resident Director, Martin Hughes (MH). MH introduced himself and explained why he was interested in joining the board.

All present thanked MH for his interest and for attending the meeting. MH had previously signed a Non-Disclosure Agreement in accordance with current practice.

2. Minutes of the previous meeting held on 5th November 2014

These were accepted as a true copy of the minutes of the meeting.

3. Matters arising not on Action plan

AMB asked for an update on the outstanding issues from Kier in regards to the original set of questions raised about the drainage ponds. BC to investigate.

BC gave an update on the Articles of Association obligations. He advised that DB has been in contact to advise that Kier have not heard back from SKDC on the release of Kiers obligations to the Trust. Kier will act soon if no response is received from the chase letter sent this week.

BC was asked to check when the time bar on Kiers release of obligations end in the Articles of Association.

ACTION BC

BC advised the Board that PE has litter picked the whole estate, which took one day. BC has put out to an invitation to tender for litter picking to two companies. BC will present the costs back to the Board.

AMB advised that the litter has increased along Tilia Way, The Pollards and various other areas most of which is McDonalds wrappers. BC advised he will contact McDonalds in due course to see if any other measures could be put in place to help reduce the litter.

ACTION BC

4. Management report

BC presented his Management Report and gave updates on:

Coltsfoot Drive: The work is now largely complete, apart from seeding when appropriate.

New Litter Bins: Delivery is imminent, with three of the bins hopefully being installed prior to Christmas.

The Remaining Street Furniture: BC asked the Board to consider double sided noticeboards at some further locations to enable more display space and to stop posters being stuck on the reverse of the noticeboard. Although costs will increase, they will remain within the total spend authorised by The Board.

Community Tree Planting: This went very well, and the school had thanked Peter Ellis for working with the children and helping them with the planting.

The Departure Of Liam Dodd: Liam's final day on the payroll will now be 31 December 2014. Liam's last day in the office will be 24th December 2014.

Recruitment of Liam's Replacement: This is progressing well. BC advised he had met with a consultant who will aid in the recruiting process. The consultant is hoping to provide us with a shortlist for interview during the week commencing 12 January 2015.

JW expressed some concerns over using a learning provider with on-site visits rather than the apprentice attending college on a regular basis. She felt that interaction with other apprentices would be missed, and advised that a properly structured training programme with suitable targets would be essential. All agreed.

BC proposed a starting salary of £3.00 per hour, which is slightly above the minimum wage for an apprentice. The salary will be reviewed after three months, and, if appropriate, a small increase will be given based on satisfactory performance. The Board agreed.

Pension Auto Enrolment: BC outlined The Trust's legal requirement for auto-enrolment of Trust Staff into a pension scheme. He advised that the staging date for The Trust is 1 Feb 2017, and that the pension must eventually equate to 8% of the gross salary of each individual member of staff.

BC's used data from the Government website, based on the following assumptions:

- Existing salaries and staffing levels
- The minimum permissible pension contribution from The Trust of 3%
- That no member of staff decides to "opt out"
- That the government do not change the existing pension criteria

There are three members of staff that must be auto enrolled; remaining employees must be afforded the choice of "opting in" if they so wish.

Although The Trust will eventually be obliged to contribute a minimum of 3% of gross salary, it may contribute a higher percentage if it so wishes. The table below gives the costs that will fall to the trust based on contributions of 3%, 4%, and 5% using the four assumptions previously stated.

% Contribution	3%	4%	5%
Annual Cost (£)	1863.62	2444.82	3055.10

The table above shows The Trust's presumed pension liabilities from 1 October 2018 onwards, but the minimum contributions are being introduced gradually. The minimum contributions from The Trust will be:

1% from the introduction of The Trust pension scheme to 30 September 2017

2% from 1 October 2017 to 30 September 2018

3% from 1 October 2018 onwards

The Trust will need to appoint someone to undertake the work to establish The Trust's pension scheme and BC will consult with a financial advisor.

Finally, BC said he will research a potential salary sacrifice scheme which may reduce overall costs of National Insurance to The Trust and its employees.

The Board requested that the target date for implementation of the pension be 1st April 2016.

ACTION BC

5. Financial reports

RJ gave an overview of the 2014/2015 budget and advised of the current year end profit and loss figure, along with an income update for both the Trust and the Centre.

RJ will provide figures for the annual charge increase for 1 April 2015 based on both CPI and RPI rates at the January Board meeting. This was requested by a member at the Annual General Meeting

RJ talked through the 2015/2016 Summary Draft Budget covering the following reports:

- Draft Profit and Loss

- Draft Trust Income

- Draft Centre Income

- Draft Year Comparisons 2014/2015 – 2015/2016

The Board was happy with the summary budget and no changes were requested. RJ will bring the full budget for approval at the January Board meeting.

6. Directors' Items

Non

7. Action Plan/Future Agenda Items

No change to the Action plan

A Business planning session has been agreed for 21st January 2015.

8. Any Other Business

BC has been trialling an 0800 number for the Trust that will provide call control out of hours. The system will allow multiple points of delivery and provide voicemail to email services at a cost of £20 per month plus VAT. The board agreed to trial the service for one year and review the benefits eleven months into the contract.

JW gave feedback that the newsletter was really good and full of useful information. AMB said we need to make a big splash of the cycle event in the next newsletter.

JW asked if we could get an induction for new directors.

ACTION BC

JB advised that he might not be available for the February and March meeting and was not sure about the January meeting.

There being no further business, the meeting closed at 21:30 hrs.