

Elsea Park Community Trust Board Meeting Minutes Wednesday 6th February 2014

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Barry Cook	BC	Resident Director
Jono Brough	JB	Resident Director
Jane Whitehead	JW	Resident Director
Cllr Judy Smith	JS	SKDC
Paul Fellows	PF	Bourne Town Council
In attendance:		
Sally Waltham Rebecca Jones	SAW RJ	Trust Manager Finance and Admin Officer

Meeting opened at: 19:00

1 Welcome and Apologies

AMB welcomed everyone to the meeting

Apologies from Jane Whitehead (JW), John Kirkman (JK) and Matt Upex (MU)

2 Minutes from previous meeting held on 15.01.14

Minutes were accepted by the Board as a true copy.

3 Matters arising not on Action Plan

No matters arising.

4 Election of Officers

Chairman- PF proposed and JB seconded AMB. No other nominations. AMB was elected.

Deputy Chairman- AMB proposed and BC seconded. No other nominations. JB was elected.

Finance Director - Deferred until next Board meeting

ACTION 8/14 SAW

5 Management Report

A number of issues were reported for information.

The following decisions were made:

1.0 Management Plan

- Place the grounds management plan on the website
- Consultation date 28th June 2014 (Picnic in the park weekend)
- Board will work with the new appointed manager on the management plan and consultation work.

ACTION 9/14 AMB/SAW

2.0 Springbank Consultation

- Current play area fence to be removed and replaced with an appropriate low fence. RJ to gather quotes and meet with contractors onsite to discuss costs etc.
- Play equipment contractors to recommend a suitable piece of equipment to replace the bucket swing.
- Paint equipment in the play area.

ACTION 10/14 SAW/RJ

3.0 Charges for Grant of Consent

- Board agreed the introduction of a charge of £100 + vat for the service provided on each house completion. This is to commence from 1st April 2014.

4.0 Monthly issues log

- The Board do not wish to comment any further on the recent correspondence received by a Tennyson Drive resident on the current ditch maintenance
- Permission is not given to use the main ponds for boating
- Board agreed to look into the repositioning of a bin on Linear Park as part of the review of bin siting prior to the submission of a planning application

ACTION 11/14 SAW

6 Financial Reports – Budget 2014/2015

The Board were presented with the 2014/2015 budget and as asked to discuss various points

The following changes were made:

- Office stationery reduced from £5,040 to £4,500
- Website, IT and software increased from £580 to £700
- Trust Community Grant reduced from £2000 to £1000
- Anniversary weekend & Other events reduced from £5000 to £3000
- Landscaping Projects reduced from £10000 to £5000

The budget was set and agreed at breakeven.

ACTION 12/14 RJ

BC advised on implementing Office 365 for the Trust office. Board agreed. BC to research the costs.

ACTION 13/14 BC

7 Articles of Association

Deferred to next Board meeting as require DB to be present at the discussion.

ACTION 14/14 SAW

8 School Update

Papers received from John Kirkman were circulated to the Board members prior to the Board meeting.

9 Action Plan/Future agenda items

Points were discussed and updated accordingly.

10 Any Other Business

JB asked JS for an update on the McDonalds planning meeting. JS confirmed that SKDC had unanimously granted planning consent

BC asked for the receipt books in the office to be locked away in the safe.

ACTION 15/14 RJ

SAW confirmed she will be meeting with a company to discuss litter picking and bin emptying arrangements.

BC advised that litter seems to appear on the bypass after every recycling collection day. JS to raise with SKDC

ACTION 16/14 JS

SAW confirmed that the ditch clearance along Linear Park has been nearly completed and was a success. The Water Lane ditch is yet to be cleared due to weather conditions. This has been arranged to be completed in the Autumn.

ACTION 17/14 SAW

SAW advised that a tree company looked at the large Ash tree on Linear Park play area and also the trees Setts Green and confirmed further work is required. This will be done shortly. AMB asked for the trees in the Spinney along the edge of the play area to be looked at and a letter to be written to the owners.

ACTION 18/14 SAW

11 Date of the next meeting

Wednesday 5th March 2014

Meeting Closed at: 21.10