Elsea Park Community Trust Board Meeting Minutes
Wednesday 2nd July 2014

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Jono Brough	JB	Resident Director
In attendance:		
Barry Cook	BC	Trust Manager
Rebecca Jones	RJ	Finance and Admin Officer
Stephen Broughton	SB	Potential Director

The meeting opened at: **19:00**

1 Welcome and Apologies

AMB welcomed everyone to the meeting. Steve Broughton (SB) is in attendance as a potential new Resident Director. Unfortunately, only two Directors were present, which does not constitute a quorum. Any decisions / vote would therefore have to be deferred until the next meeting.

Apologies were received from from Matt Upex (MU), Dan Brown (DB), Judy Smith (JS), Paul Fellows (PF), & John Kirkman (JK).

2 Minutes from previous meeting held on 04.06.14

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

3 Matters arising not on Action Plan

Page 1 - CCTV item to be redacted prior to publishing on the website

Page 3 – Between ten and twenty people said they would have attended the world cup screenings had they gone ahead. It might be worth considering other sporting events if we have volunteers to run them, and are prepared to fund the installation of an additional aerial and an High Definition Terrestrial receiver.

The Board requested an appeal be placed in the next newsletter to attract more residents to help with events held at The Centre. Some suggestions were:

- If residents come forward with ideas for events then they are to be encouraged to get involved in the organisation of those events with support and encouragement from the Events Group

- BC suggested having a an informal meeting one evening (a social gathering, with the bar open) and inviting anyone who is interested to table some ideas for discussion.

- AB added that people might be willing to help support or run “one-off” events but might not necessarily want to join the Events Group due to other commitments.

4 Management Report

BC presented the Management Report. In summary:

- We will sign up for free Office 365 trial when all staff are back in the office. This will maximise the benefit of the trial.

- The Open Spaces consultation we ran Picnic in the Park was poorly attended. Two residents who were could not attend the event have since called in with feedback and suggestions on development of the Open Spaces, and their suggestions will be added to those recorded on Saturday.

- BC advised he will run a couple of evening consultations to garner more thoughts and ideas. Dates and times will be advised in the next newsletter.

- A checklist is being implemented to record the frequency and type of checks that Peter Ellis undertakes on the drainage system across Elsea Park.

- A gate has been installed to allow easy access to check and maintain the main grid that covers the discharge from the Habitat Ponds. A long handled rake will be left in situ.

- The SKDC Planning Department have requested specific details for every bench, sign and bin that we propose to install. The detail is to include dimensions, finishes and manufacturer details. JB and LD are to progress; meanwhile the Planning Application will be at "Invalid" status until that information is received.

  Action: JB / LD

- The Health and Safety training was successfully completed by staff and volunteers.

- The defibrillator should be delivered next week, and will be installed as soon as possible. Training will follow.

NS delivered a Proposal for the expansion of Youth Services (see attached report). Additional discussions centred on:

- Salary costs for a second Youth worker: Approx £8 per hour for five hours per week.
- Using Youth Club subscriptions to fund / part fund the salary.
- A raise in subscriptions to be considered, 75p for members living on Elsea Park and £1 for non-residents.
- AMB has asked NS to keep a record of the additional hours she already works.

Decision deferred to the August/September meeting.

Issues log/action plan, looking healthier. BC requested that the welcome meeting be moved to August 2014..

Littering on The Centre Patio: BC had appealed to a number of youths to reduce the littering. They said if we could provide ash trays, they would not drop so many cigarette ends . The Board suggested getting some sand buckets; although not a designated smoking area, it is difficult to prevent smoking.

A tree has been snapped near the basketball hoop. PE has removed the tree and steaks for safety reasons.

A new, high value long-term booking has been secured from the NHS.

AMB suggested advertising The Centre in The Bourne Directory, who offer free advertising for not for profit companies. RJ will follow up.

ACTION RJ

RJ is to investigate promotion of wedding hires, and perhaps organising a Wedding Fair.

ACTION RJ

BC advised he is on leave from Friday lunchtime.

It was proposed to fit a wireless doorbell at the main entrance to The Centre.

5 Financial Reports – Budget 2014/2015

RJ presented the Operational and Finance reports.

It was suggested that Centre Charges be reviewed so that additional hours attract a discount.

6 Directors items

JB delivered an update on the proposed Cycle Training which he hoped would commence in July. There is a specific website for the Cycle Training, which is being delivered by “Outspoken”. Residents will log on to the site and book the training directly. Attendees will pay a deposit at The Centre which will be refunded once training is successfully completed. The training will be fully funded from the Green Transport fund.

The Trust will purchase a small number of bikes and associated safety equipment with monies from the Green Transport fund. The subject will raised again at the next meeting.

Although Dan Browne (DB) and John Kirkman (JK) and could not be present, they had been in touch with BC via email.

JK’s advises that the school is progressing well; partial possession will take place on 14 August, and kitting out of the rooms that will initially be used will commence on 18 August.

DB advises:

I have instructed a planning lawyer with regards to the S106 Agreement variation, amendment of the Articles of Association, and the release Kier from its guarantee to underwrite The Trust and control over the Board Appointments.

I note you were to seek an update on the sports pitches. Again, we are taking advice as to the appropriate way of varying the site master plan to be able to relocate the pitches - one turf and one artificial, the latter to be sited next to the community centre (subject to planning). This will probably mean a Section 73 planning application which we will of course consult with the trust on in full and I will send details across in the next month

7 Action Plan/Future Agenda Items

7 Any Other Business

BC advised that Western power tore up the path and grass area near Aykroft without permission from the Trust prior to the work commencing. They have agreed restitution, so they will pay for the plants once they are ready to be planted. There is a credit note siting with a local company for the plants.

AMB suggested a use for the disused green space on the car park side of The Centre. AMB asked others to also think of a use for that area and bring back to another Board meeting for a decision.

8 Date of the next meeting

Wednesday 6th August 2014

Meeting closed at: **21:35**