Elsea Park Community Trust Board Meeting Minutes
Wednesday 4th June 2014

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Jono Brough	JB	Resident Director (Vice Chair)
Matthew Upex	MU	Resident Director (Finance Director)
Judy Smith	JS	SKDC Representative
Paul Fellows	PF	Bourne Town Council Representative
Stephen Broughton	SB	Prospective Director
In attendance:		
Barry Cook	BC	Trust Manager
Liam Dodd	LD	Admin Assistant

Meeting opened at: 19:00

1. Welcome and Apologies

AMB welcomed everyone to the meeting. Apologies for absence were received from Jane Whitehead and John Kirkman.

AMB introduced Steve Broughton (SB), who was attending as a prospective Director.

2. Minutes from previous meeting held on 07.05.2014

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

3. Matters arising not on Action Plan

AMB queried who had the remote login credentials to access the CCTV systems. BC advised that [redacted] the login details.

4. Management Report

BC presented the Management Report.

<u>Business Continuity</u>: The Board agreed with the recommendation to purchase the full package of Microsoft Office365 for the three Office PCs, at a cost of £9.80 each per month. This will provide business continuity and a collaborative working platform. Directors' email accounts will continue to be hosted using the 1&1 server, with a view to migrating at a later date.

<u>Springbank & Elsea Park Way Play Areas</u>: The work on Springbank Drive play area is complete, though we are still pressing the contractor to remove the Heras fencing. The Board agreed the play area looked much better.

<u>Transfer of land from Taylor Wimpey on Coltsfoot Drive</u>: The poor condition of the 2m close board fence is of concern. The Board agreed the recommendation from BC that a letter should be sent to residents of Coltsfoot Drive advising them of the problem with the fence and seeking their opinions of the best way forward.

<u>Drainage</u>: Following the deluge of rain on 22 May, BC accompanied Peter Ellis that evening on an inspection of water levels the ponds, ditches and culverts throughout the development and on the meadows, with the exception of the ditch running adjacent to Tennyson Drive. SB confirmed that the water in the ditch adjacent to Tennyson Drive remained at an acceptable level.

The water levels were extremely high, but the active management that PE undertakes had paid dividends. Unfortunately, the water surge had breached the badger tunnel, which was pumped dry within a couple of days.

Grass Cutting: BC requested Ground Control staff to suspend cutting on 27/28 May due to the waterlogged conditions. Ground Control provided additional resources on Fri 30 May to complete the schedule of work. Due to time constraints, some areas could not be cut and will be picked up on the next visit. BC informed the Board of the healthy relationship between the Trust and Ground Control.

Planning Application: The applications to site new bins, benches and notice boards have been submitted. A separate application was required for the notice boards as they fall under advertising regulations.

Post meeting note: Application Reference Numbers are PP-03436661 and PP-03436730

Health & Safety Training: H&S Training for staff and volunteers will take place on 5 June. The training lasts all day, so the Trust Office will close. The closure was advised in the newsflash section of the website, with the notice in place for over a week.

Defibrillator: The Defibrillator has been ordered. Geda have provisionally agreed to undertake the electrical installation free of charge.

HR, Employment, and H&S Services: The Board agreed to a market test for provision of these services.

BC presented a brief verbal report on behalf of Niki Szwed outlining proposals for additional youth and children's activities. The Board agreed to explore the options when they receive the detailed proposals.

Superfast Broadband: The impasse between BT and the developer has been resolved and BT will now continue with the roll out programme.

5. Finance Report

BC presented the Finance report on behalf of RJ.

Debt recovery has been progressing well, with a big reduction in aged debt. The second Chase Letters have been out, and outstanding debtors will be placed into court in the week commencing 23 June 2014.

The arrangement with Buckles is working very well, and has been half the cost originally anticipated.

BC advised the Board that the Accounts are due to be circulated for the 6th August 2014 meeting.

The Board recorded their appreciation to the team for their efforts in progressing this, and to RJ in particular.

The Board have asked that graphs be produced for future meetings showing Centre income in the following manner:

- Yearly budget report showing each individual month, rather than the monthly report.
- A graph comparing this year's income (to date) to last years (whole year).

MU asked why the Operational report shows unbudgeted Harland costs of £288.

Post meeting note: The budget is profiled for Direct Debit expenditure May to February inclusive, and these charges are attributable to either Direct Debits actioned the previous month or to members who started their Direct Debit payments late.

BC presented some new graphs produced by RJ that showed payment trends across individual roads / areas of the development. The Board agreed that that the new graphs provided some useful information.

6. Directors Items

MU advised that he had met with RJ for the Pre Audit meeting. He stated there was some confusion with the segregation of the money for the Events Group, Youth Club and Youth Activities. It was agreed that AMB would meet with BC to determine how improvements could be actioned. The application for Charity status will also be revisited, with the application being ready by August 2014.

PF suggested that a sub-committee could be set up for the Events Group and Youth Club, and that they should have a defined status and their own bank accounts. The Board agreed this would be ideal if volunteers would come forward, but they are not easy to find.

The Board agree to review the status of all groups; BC and AMB are to pursue this and come up with recommendations for the new financial year.

7. Action Plan

The Action Plan was updated as follows:

Health & Safety Training: Scheduled for tomorrow, action Complete.

Welcome Meetings: The next welcome meeting will take place on 16th July from 19:00 – 20:30. Personal invitations will be sent to all members whose house sales have completed since the last Welcome Meeting was held. A deadline will be given for an RSVP.

Information Pack: It was proposed that a new Trust information pack be produced and distributed to sales offices on the development. It was suggested that the developers might like to include other information, and that they be approached to see if they might be prepared to contribute towards costs for a higher quality, glossy brochure. BC to action.

Sports Pitches: BC will speak to DB and request an update.

World Cup Screenings: AMB advised that regrettably, the screenings at The Centre have been cancelled. The broadband line (over which the matches were to be streamed) is suffering numerous outages, and the volunteers who were going to facilitate the screenings are now unavailable due to other commitments.

Cycle Event: To be changed to “Cycle Event 2014” rather than to be organised at intervals.

8. Any other Business

Newsletters: Copies of all future newsletters are to be sent to non-Resident Directors.

Fencing around the new shrub bed: BC advised the work should be completed next week.

JB advised that there was a couple of spelling mistakes on the newsletter. BC attributed this to the limited time to proof read and get the newsletter printed.

PF gave his apologies in advance; he is unable to attend the Board Meeting on 2nd July 2014.

9. Date of next meeting: 2nd July 2014

The Meeting Closed at 20:55