

Elsea Park Community Trust Board Meeting Minutes Wednesday 5th March 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
In attendance:		
Rebecca Jones	RJ	Finance and Admin Officer

Meeting opened at: 19:00

1 Welcome and Apologies

AMB welcomed everyone to the meeting

Apologies from John Kirkman (JK), Dan Brown (DB), Judy Smith (JS) and Paul Fellows (PF)

2 Minutes from previous meeting held on 05.02.14

Minutes were accepted by the Board as a true copy.

3 Matters arising not on Action Plan

No matters arising.

4 Election of Officers

The Finance Director resigned from post.

Angela Bailey proposed Matt Uppex be re-elected as the Finance Director, seconded by Barry Cook. Matt Upex was appointed with a unanimous vote.

5 Management Report

In SAW's absence AMB gave an update on the management report.

RJ updated the Board on the improved performance of Ground Control and confirmed the work that had been done, and what was now expected of them. A work rota has been implemented by Ground Control and that they are working hard to improve the condition of the sub standard areas.

JW confirmed that the welcome meeting held on 26th February was successful and 4 people attended (3 properties). The Directors present at that meeting gave a tour round the Centre and an overview of the Trust and the Board.

RJ updated the Board on the revised way of sending out the welcome packs so that they reach the new residents quicker.

6 Financial Reports – Budget 2014/2015

RJ updated the board on the success of this years invoice run. There were a handful of queries from residents regarding the statements. RJ explained that the outsourced direct debit system collects funds

throughout the whole month and therefore the funds and the report isn't available until around the beginning of the following month. Due to this the January direct debits were not showing on the statements sent out. RJ confirmed that she will update the comment on the statement on next years billing to reflect this.

AMB asked for a year end predictions to be shown when the Trust gets into the final quarter. RJ to implement for the 14/15 year.

AMB would like to see authorised staff members being given elements of the budget to manage each month for RJ to report back to the Board.

7 Articles of Association

AMB gave an update on DB's position behalf on the current position of Kier and a recommended way forward.

DB advised the Trust to seek their own planning lawyer. SAW to talk to Trust solicitors to see if they have a suitably qualified planning lawyer.

ACTION SAW 19/14

The Board set the AGM date: 17th September 2014

8 Appointment of new Trust Manager

AMB announced that the new Trust Manager is Barry Cook (BC).

BC's resignation from the Board was discussed and SAW is going to look into the governance side of when BC should resign.

ACTION SAW 20/14

BC asked for the Board/Trust to promote more advertising for new directors. It was suggested that a page was created on the website, "A day in the life of the Directors" and how to get involved etc. Along with this adverts to be placed on the Centre noticeboard. BC is going to produce literature and advertisements. This will also be placed in the welcome packs.

ACTION BC 21/14

9 School Update

Deferred until JK is present at the Board meeting.

10 Action Plan/Future agenda items

AMB asked for some comments to be taken off the Action plan. The Board also asked for the Action plan to be revised and other elements to be placed on the plan. They would like a RAG (red, amber, green) system implemented, along with completion dates. RJ to undertake revisions in the absence of SAW.

ACTION RJ 22/14

11 Any Other Business

AMB informed the Board of the proposed works to Tilia Way trees for the adoption of the roads. The Board agreed to the following:

- The tree on Quayside West – trim the tree as detailed.
- The tree on Quayside East – after obtaining expert advice, trimmed in a similar manner to the one on Quayside West.
- Column 1.3 – remove, relocate or replace the tree.

- Column 1.4 & 1.7 – do not wish to see either of these trees removed and this decision is final.

Before any works commence on the Trees the Board wish to instruct an independent tree specialist to give advice on the trees.

A letter to DB is to be sent outlining the above decision. SAW to write the letter and then send to the Board to approve prior to it being sent to DB.

ACTION SAW 23/14

JB updated the Board on the progress made with the bin, noticeboard and signage planning application work. Liam Dodd (LD) and JB did a walk around the whole estate and mapped out the locations and LD catalogued then against the map. Some locations are to be reviewed with SAW but the majority of the work has been done.

AMB asked for different areas to be given names and signs be placed there to reflect that, such as Linear park has a sign placed at either end so people know that the sign post is pointing to that location.

ACTION SAW 24/14

AMB asked for the dog waste signs to be replaced on Linear park and more to be provided across the development. The board also asked to look at obtaining penalty notices for dog fouling.

ACTION SAW 25/14

The Board requested a review of the vehicles (Tractor) and to look at replacing with a buggy. This is so that cover from the caretakers can be provided when the groundsman is away from site so that the bins etc can be emptied without outsourcing that work.

ACTION JB,SAW,LD 26/14

JB requested that the Trust purchase a compact camera to be used for site visits and events etc. Budget for the camera is £60 or less. Board agreed.

ACTION JB 27/14

BC gave an update on the cost of Office 365 and the benefits it would give to the organisation. The Board agreed it was beneficial to implement the system and for BC to head it up.

ACTION BC 28/14

BC asked for SAW to look at the BT box issue and if there was any resolution on it.

ACTION SAW 29/14

The Board requested that staff investigate getting a defibrillator and training for The Centre.

ACTION SAW 30/14

MU informed the Board that the reflective bands on the posts off Linear Park near the Pollards have been smashed. SAW to look at getting replacements for installation when Peter Ellis returns from leave.

ACTION SAW/PE 31/14

12 Date of the next meeting

Wednesday 2nd April 2014

Meeting closed at: 21:20