Elsea Park Community Trust Board Meeting Minutes
Wednesday 7th May 2014

Present:		
Jono Brough	JB	Resident Director (Vice Chair)
Jane Whitehead	JW	Resident Director
Matt Upex	MU	Finance Director
Paul Fellows	PF	Bourne Town Council Representative
Judy Smith	JS	SKDC Representative
John Kirkman	JK	Primary School Representative
In attendance:		
Barry Cook	BC	Trust Manager
Rebecca Jones	RJ	Finance and Admin Officer
Liam Dodd	LD	Admin Assistant

The meeting opened at 19:30, and was preceded by a tour of the new primary school site by several board members and The Trust Staff.

1 Welcome and Apologies

JB welcomed everyone to the meeting. Apologies for absence were received from Angela Bailey.

JB introduced Elizabeth Hanger (EH), from LCC, who was attending to give a Green Transport presentation.

2 LCC, Green Transport

EH delivered the Green Transport presentation, and updated an earlier presentation covering:

- How to promote sustainable transport
- Benefits of sustainable transport
- Results from the surveys undertaken in 2013
- Elsea Park School travel plan
- Residents ideas and other suggestions

EH informed the Board that they are very keen to continue working with Elsea Park Community Trust and the Board confirmed they wish the relationship to continue.

JB will continue to work closely with LCC and advised he will put together an action plan to allocate money from the Green Transport Fund.

3 Minutes from previous meeting held on 02.04.14

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

4 Matters arising not on Action Plan

There were no matters arising.

5 Management Report

BC presented the Management Report.

The Board agreed with the recommendation to continue using Sage 50 rather than switching to Sage One and to purchase an annual support / update contract.

The board agreed to proceed with the purchase of the new knee-high fencing adjacent to The Centre but did not want the current fencing replaced until it reaches end of life.

Letters advising residents of the start date for works on the Springbank play area have been hand delivered to those properties who will be most impacted by the works . The commencement date is 12th May 2014.

The Badger tunnel has now been pumped dry, re-opened, and is already being used again by the badgers. Dredging of the ditch on the meadows side of the tunnel will take place soon to reduce the risk of further flooding.

BC is going to produce a plan for ongoing maintenance of all ditches across the development in Trust ownership. This includes allocation of maintenance funding.

Remote access to the CCTV system is now in place and the Board agreed that login credentials [redacted]

6 Financial Reports – Budget 2014/2015

RJ presented the Operational and Finance reports.

The Board agreed to write off the PX Trading debt as it had proved impossible to recover the money.

7 Directors Items

JB requested that this be a new agenda item for every Board Meeting. This is so that Directors have an opportunity to request Agenda items and to ensure that the Trust team can gather information and responses prior to each meeting. The Board agreed.

8 Action Plan/Future Agenda Items

BC informed the Board on the progress made with the Action plan. Updated items were:

- Office 365: Research completed and the costs will be presented at the following Board meeting.
- A resident has shown interest in becoming a potential new Director, BC will invite them to the next Board meeting.
- The delay in the roll out of Superfast Broadband is still under investigation. BC has spoken with Kier and BT to try and resolve the impasse over the issue with Cabinet 28. This work is ongoing.
- The costs and benefits of a Community Access Defibrillator were presented to the meeting, and the board gave unequivocal support to proceed with the purchase.
- Finance items will be reviewed by BC ready for MU and AMB to pick up

9 Any Other Business

JK gave an update on the Primary school. PF asked JK if the parents of children already in other schools would be allowed to apply for transfer. JK advised that transfers should be possible subject to places being available.

JW asked when the newsletter is due to go out. BC advised it should be ready for the w/c 19th May 2014.

JW asked if provision of a TV aerial for the main hall could be investigated. BC agreed to progress
ACTION BC

BC advised that the induction loop system is not connected to the 5.1 surround sound system. He will investigate if it will work with the 2.1 Surround Sound system prior for the next film club.

BC confirmed that LD and RJ have been doing some work on marketing the Centre and their efforts have already resulted in two new bookings. They were both congratulated on this.

BC advised the Board on the cubs and scouts booking on a Monday night. The Board agreed that the only time slot available is Hall A, 18:00 till 21:00 hrs.

BC advised that a franking machine is required. The Board agreed.

BC confirmed that printing supplies and cleaning materials are being sourced through suppliers at a cheaper price.

BC advised the Board that the Trust office is being more reactive to resident's queries and is this is already resulting in some great feedback.

JB asked if a tree survey could be conducted for the whole development. BC advised that Peter Ellis currently does that but will get a formal report in place for the surveys.

JB has been looking into the potential new vehicle for Groundsman / caretaker use and gave the information to BC to investigate further and discuss with Peter Ellis.

JB asked RJ to speak to the solicitors to ask if it is possible to place the Company Secretary on the legal transfers as well as a director for signing.

10 Date of the next meeting

Wednesday 4th June 2014

The meeting closed at: 21:30.