Elsea Park Community Trust Board Meeting Minutes
Wednesday 5th November 2014

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Jane Whitehead	JW	Resident Director
Jono Brough	JB	Resident Director (Vice chair)
Paul Fellows	PF	Bourne Town Council Representative
John Kirkman	JK	Primary School Representative
In attendance:		
Barry Cook	BC	Trust Manager
Rebecca Jones	RJ	Finance and Admin Officer
Luke Shepperson	LS	Potential New Director
Duncan Ashwell	DA	Potential New Director

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

1. Welcome and Apologies

AMB welcomed everyone to the meeting.

Apologies for absence had been received from Matt Upex (MU), Judy Smith (JS) and Dan Brown (DB)

The Board welcomed two prospective Resident Directors, Duncan Ashwell (DA) and Luke Shepperson (LS). DA and LS introduced themselves and explained why they were interested in joining the board.

All present thanked DA and LS for their interest and for attending the meeting. Both have signed Non-Disclosure Agreements in accordance with current practice.

2. Minutes of the previous meeting held on 3rd September 2014

AMB requested that the three key documents reviewed and signed off at the Extra Ordinary Board Meeting held on 29th August be specified in the minutes (the original minutes had stated only that the key documents were reviewed). The minutes were amended and accepted as a true copy of the minutes of the meeting.

3. Matters arising not on Action plan

AMB asked for an update on the drainage project. BC advised that we are still waiting for a response from Kier. Dave and Brian have met with Justin Johnson from the Planning Department. Dave is currently on holiday and will write up the report from that meeting upon his return.

AMB asked JK for an update on how the new school is progressing. JK confirmed numbers are creeping up slowly. There have been no parking issues noticed. There is good co-operation with The Centre and the offer of parking at The Centre during the opening phasewas appreciated, but had not been required.

BC confirmed that the presentation of the hedgehog house to Elsea Park School was well received.

The meeting was advised that Steve Broughton (SB), who had been recently appointed as a Resident Director had, unfortunately, resigned from The Board for personal reasons.

4. Management report

BC presented his Management Report and gave an update on the Fencing, Drainage and Grounds maintenance work that had been completed since the last meeting. He advised that Peter had undertaken extensive work on the Quaysides to remove feeder roots that were lifting the block paving and that Peter's intervention had saved considerable expense.

When the Water Lane ditch was cleared, it was identified that the culverts carrying the surface water from Raymond Mays Way were silted, and BC will need to ascertain who is responsible for clearing the culverts.

Action BC

BC advised that a tree at entrance to Tilia Way had snapped off at ground level. Further investigation identified another tree rotting at the base, so the tree was felled for reasons of health and safety. AMB recommended that an Arboriculturist should be employed to undertake a survey of all trees in the ownership of The Trust, and asked BC to investigate.

AMB asked BC to investigate requirements for litter picking on the development. BC advised that Ground Control pick on the areas that they maintain, and that litter picking takes place monthly over the winter quarter. BC will obtain quotes for wider and more frequent litter picking.

Action BC

BC updated the Board on the planning application for bins, benches, and signs, along with Staffing, Centre Income and conservation works.

BC advised that a prospective hirer wished to run dog training sessions in the main hall and asked the Directors for their views on the matter. All were in agreement that as the only dogs allowed in The Centre are registered Assistance Dogs, the hire would not be in alignment with our normal rules, and would have to be declined. BC will advise the prospective hirer of the decision.

Action BC

5. Financial reports

AMB requested that RJ produce a year-end forecast ready for the December Board meeting.

Action RJ

AMB/JB advised that the financial implications of mandatory pension provision for Trust employees would need to be included in the three year cash flow review. AMB requested that BC scope the potential costs for discussion at the December board meeting.

Action RJ/BC

6. Directors' Items

MU (who was absent) had requested that the annual pay increase for staff be considered at the meeting. BC and RJ left the room whilst the Board discussed pay. The Board subsequently agreed to award a 1% pay increase in line with the Public Sector pay award, backdated to 1st October 2014.

The Board further decided that any future pay awards shall be performance-based, and AMB advised she will work with BC to agree on Performance Measures for all Trust employees and that performance measures are to be in place by 1st April 2015.

Action AMB / BC

DB was not present, so was unable to give an update on progress with the new Articles of Association. DB advised that Kier's solicitors are continuing with the work, and that he will be able to provide an update, in person, at the December meeting.

7. Street Furniture, Signage and Naming

BC showed samples of the proposed street furniture for the Board to view. Costings and options were discussed.

The Board will approve the names of the various areas to be identified on any notice boards and signage prior to the order being placed.

Action Board

BC gave an overview of the anticipated order for the manufacture and supply of the new street furniture, with costings in the region of £28,000 excluding VAT. This price includes replacement of the existing picnic tables and benches on the patio at The Centre with a heavy duty recycled plastic alternative. The wooded benches will then be re-sited on the meadows.

The figure of £28,000 does not include the installation costs. Once a final decision is made on the order, an installations manager will visit the site to price the installation costs. BC will obtain a separate quote for installing the bins as they do not require specialist installation.

The Board approved the order, providing the net cost does exceed £35,000 (including installation).

AMB asked for an update on the LDA consultation. BC advised that the information will be compiled and presented at the January meeting.

Action BC

LS suggested that the results of the consultation be published in the newsletter, and the Board agreed.

Action BC

8. Youth Health and Wellbeing Workshop

BC advised that Niki Szwed proposed running the subject workshop (as a single session in addition to her normal hours), and asked for approval from The Board. The Board agreed.

9. Sunshades for Play Areas

BC advised that a resident emailed proposing that the Trust should install sunshades on every play area across Elsea Park.

The resident had also suggested that the springs on the play park gates are too weak, and that young children can open the gates. BC had given a detailed response outlining the ROSPA regulations and that each play areas is inspected weekly, and that the play areas had just passed their annual ROSPA inspection. The resident requested that the matter be raised at a Board Meeting for consideration by The Trust.

After some discussion, The Board decided that sunshades would not be procured, and that ROSPA guidelines meant that the springs could not be adjusted. BC will contact the resident and advise of the decision.

Action BC

10. Action Plan/Future Agenda Items

BC talked through the action plan and provided updates.

BC informed the meeting that he and RJ would align the LDA report with the five year plan and the maintenance schedule and aim to update the business plan in February or March.

RJ confirmed she has initiated the work with the Land Registry to change The Trust's registered address on Land Registry documents for properties that were registered before the office moved to The Centre.

BC advised that The Trusts application for Registered Charity status is almost complete, and hopes to have the application ready for the next meeting prior to sign off.

11. Any Other Business

PF advised that the next theatre performance at The Centre would be "Our Kylies having a bab" and would take place on 22nd November. Tickets will cost £8:00.

BC advised that the Christmas Market and Santa's Grotto will take place 13th December 2014. RJ and Liam Dodd have received confirmation from twenty three stallholders and organised various entertainment for the event.

BC asked for any copy for the Winter Newsletter by close of business on 13th November. The newsletter is due for delivery on or around 27th November.

The meeting closed at 21:08

12. **Date of next Board meeting:** 3rd December 2014