Elsea Park Community Trust Board Meeting Minutes
Wednesday 3rd September 2014

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
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
Stephen Broughton	SB	

The meeting opened at 19:00

1. Welcome and Apologies

AMB welcomed everyone to the meeting.

Apologies had been received from Jono Brough (JB).

2. Minutes from previous meeting held on 6th August 2014

The minutes were accepted as a true copy.

3. Extraordinary Board Meeting (EBM) held on 29th August 2014

AMB circulated a copy of the minutes of the EBM held on 29th August 2014. AMB explained that the meeting had been held to consider the Financial Statement and Report to Management for the year ending 31st March 2014, and authorise the Letter of Representation for the auditor. All three documents had been received from the auditor late last week.

AMB advised that the Final Accounts and Report to Management were reviewed, accepted, and signed off by herself and MU on behalf of the Board of Directors. The Letter of Representation was also signed by AMB and MU.

The minutes of the Extraordinary Board Meeting were accepted as a true copy.

4. Matters arising not on Action plan

BC advised that no new members had attended the welcome meeting.

JB had advised (by email) that the first adult cycle training session has been booked for this weekend.

Post meeting note: Excellent feedback was received from the member who attended the training.

5. Management Report

BC presented the Management Report. In summary:

- Office 365 is now being trialled. The trial has revealed that email migration of all existing accounts might prove expensive, so other options are now being investigated.

- The office continues to suffer from a poor broadband service; it has been slightly better of late, but there is unlikely to be much improvement until the Superfast Broadband roll out extends to Sandown Drive.

- Land Transfer (East of Setts Green). BC has hastened Taylor Wimpey regarding the cheque for the remedial works.
  Post meeting note: The cheque has now been received from TW.

- The meeting held with the Drainage SME's had been most informative, and Dave Forrest (DF) is meeting with the SKDC planners to discuss the planning process.

  Post meeting note: JS made contact with the planners; they will contact DF directly.

- The planning application for bins / benches / signs is now in the public domain.

- Kier have advised completion dates for various works around Elsea Park. Justin Gaggini (Kier) has been on site recently liaising with the contractors.
  Post meeting note: Emergency repairs have now been completed on The Gables and the bund has been strimmed. The remedial works for the areas around Aintree Way have also been scoped.

- No members attended the welcome meeting; the forty five personal invitations sent out did not elicit a single response to the RSVP. This was the third meeting that had been organised, with just six members attending across the three meetings. All present agreed that no further welcome meetings should be held and that new members who wanted to find out more about The Trust should be advised via the welcome packs that they can telephone or call in to the Trust office during normal business hours.

- The new verification process is in place and is already working successfully.

AMB requested that the Estate Management presentation is displayed at the AGM

ACTION BC

6. Financial Reports

RJ presented the Financial Reports. In summary:

The debt recovery is progressing well with only 2.47% of members not paying the 2014/2015 charge. The new process of contacting mortgage companies for debt payment is achieving excellent results.

Buckles are making good progress and we are coming in under budget for the total recovery of the aged debtors cases that they are currently processing.

The Centre hires in October are due to be the best month on record with a predicted income of just over £2.5k. The Centre income is, in general, on the up.

AMB requested RJ to produce a part year income assessment, to compare with the projections for income in this financial year . RJ agreed to provide an update at the next Board meeting.

ACTION RJ

7. Director reports

JK reported that the school opens tomorrow, 4th September 2014**.** Parents have indicated they would be walking their children to school. JK is going to organise a trip for the Board members to visit the school and to see the new equipment they have in place.

BC confirmed that it has been agreed with the school to let parents use the Centre car park for drop off in the morning for the time being.

JK confirmed that as most of the children attending the school are from Elsea Park, there should be little need for The Centre car park to be used.

8. Action Plan / Future Agenda item

16, 13: BC is going to contact SKDC to check again if The Centre might qualify for Business Rate relief prior to further progressing the application for charity status.

ACTION BC

19, 14 – The Trust are still waiting on Kier to complete the work on the revised Articles of Association. BC will contact DB to try and move this on. AMB asked BC to go back through the minutes to find out past decisions and the breakdown of costs.

ACTION BC

BC was requested to contact DB to discuss a number of issues for which the board are awaiting information from Kier.

ACTION BC

Playing fields – BC advised that a member had informed him that Planning permission for Phase 5 of Elsea Park has now been submitted by Kier. The application includes provision of one of the playing fields. This came as some surprise to The Board as SKDC had previously agreed to contact The Trust whenever a planning application was received that had a bearing on Elsea Park.

The Board expressed disappointment that they had not had sight of the application before it was submitted, as DB had previously advised that The Trust would be consulted before any decision was made or planning application submitted that had a bearing on the provision of the playing fields.

BC was requested to contact Kier (DB) and SKDC to convey The Trust's concern regarding the lack of communication on this submission.

ACTION BC

AMB was concerned that the Sports Pavilion may not be able to service the second playing field as it is not know where Kier propose to site the second playing field.

9. AGM

AMB, PF, MU and JK have confirmed they will be attending the AGM. JS and JW apologised in advance for being unable to attend.

BC / RJ are to contact AC and DB to check if they will be attending .

ACTION BC / RJ

AMB wishes to use same format as last year for the AGM presentation. Any director presenting at the AGM is requested to send input to BC for inclusion.

JB is requested to provide an update on the Green Transport Fund at the AGM.

ACTION JB

MU agreed to deliver an overview of the accounts and the audit. **ACTION MU**

JK agreed to deliver a brief presentation on the school. **ACTION JK**

10. Any other business

Now that the school has opened, JK's appointment as a full Director (representing the school) was confirmed.

SB left the room whilst the Board discussed his possible appointment as a Resident Director. It was agreed by all present that SB has been an active participant and has attended all Board meetings since he expressed his initial interest. The Board agreed to appoint SB to the Board as a Resident Director.

11. Date of next meeting

1st October 2014

The meeting closed at 20:45