



AGENDA

Elsea Park Community Trust

Thursday 2nd October 2025 – 18:00

Venue: Admin Office at the Centre

Time	Item	
18:00	1	Welcome and Apologies MM
18:05	2	Actions from the previous meeting 4th September 2025 MM
18:15	3	Management Report GP
	3.1	Amendments to the Sick Pay Policy GP
18:35	4	New Build Update GP
18:45	5	Developer's Update CS
19:00	6	Finance Narrative BL
19:10	7	Directors' Items All
	7.1	AGM Presentation MM/GP
	7.2	Directors' Identity Verification BL
	7.3	Vice Chair nominations MM
19:45	8	Any Other Business All
20:00	9	Date of the next meeting: 6th November 2025 MM/All



ACTIONS FROM THE AUGUST 2025 MEETING

Item	Action details	Actioner	Closed
3.1	Item 6.2.1 Details to be discussed between MM, GP & BL for the finance narrative.	MM, GP & BL	☐
3.2	Item 6.2.2 Up to date debtors' figure required.	BL	☐
3.3	Item 9.1.3 PK would like ideas for future Picnic in the Park events.	BL	☐

ACTIONS FROM THE PREVIOUS MEETING

Item	Action details	Actioner	Closed
3.4	Item 4.1 Three solutions are being considered for the AGP drainage.	NF	☐
3.5	Item 4.2 Estimates are being obtained to respray and regrade Chequer Tree Walk/Linear Park.	NF	☐
3.6	Item 4.3 Heras fencing to be erected to secure Zone 9 AGP play area.	BL	☐
3.7	Item 5.2.5 Item to be posted on the Elsea Park Community Website regarding the works along Quayside.	AMac	☐
3.8	Item 9.5 Employment vacancies to be advertised for a Groundsman and an Admin Assistant.	MM	☐
3.9	Item 9.6 The position of Vice Chair is to be filled after SF stepped down.	MM	☐

Elsea Park Community Trust Board Meeting Minutes

Thursday 2nd October 2025

Present:	Michael Marren	MM	Chair
	Simon Free	SF	Vice Chair
	Nigel Eveleigh	NE	BTC representative
	Paul Fellows	PF	SKDC representative
In Attendance:	Graeme Parrott	GP	Trust Manager
	Bea Laidler	BL	Finance Officer
1.	WELCOME AND APOLOGIES FOR ABSENCE		
	1.1 Apologies were received from Gary Thomas, Peggy Kent, Anna Machnik, Asif Mahmood and Charlotte Sandler 1.2 MM welcomed everyone to the meeting and he thanked them for their attendance.		
2.	DECLARATION OF INTEREST		
	2.1 INTERESTS IN PROPOSED TRANSACTIONS AND/OR ARRANGEMENTS WITH THE COMPANY. In accordance with the Company's articles of association and s.177 Companies Act 2006, each director present who was in any way, directly or indirectly, interested in the business of the meeting is required to declare the nature and extent of this interest to the other directors, save to the extent that such Interest was the subject of a notice in writing or general notice or the other directors were already aware of it (or ought reasonably to have been aware of it).		
3.	ACTIONS FROM THE PREVIOUS MEETINGS		
	Action Details	Actioner	Closed
	3.1 Details to be discussed between MM, GP & BL for the finance narrative. This has been resolved and the directors liked the detail on the narrative presented.	MM,GP & BL	☒
	3.2 Up to date debtors' figure required. This was included in the finance narrative.	BL	☒
	3.3 PK would like ideas for future Picnic in the Park events. The Admin team produced some ideas, which the Board liked and added other ideas of their own.	All	☒
	3.4 Item 4.1 Three solutions are being considered for the AGP drainage. Although there are now only two solutions, this item, as there were no Tilia representatives present, this is to be carried forward to the next meeting.	CS/NF	☐
	3.5 Item 4.2 Estimates are being obtained to respray and regrade Chequer Tree Walk. Residents have been advised to contact The Trust for any revisions after MG email update.	CS/NF	☐

	3.6 Item 4.3 Heras fencing to be erected to secure Zone 9 (AGP) play area. Wooden posts are to be installed.	CS/NF	☐
	3.7 Item 5.2.5 Item to be posted on the Elsea Park Community Trust website regarding the works along the Quaysides. This was actioned ahead of the works undertaken, which has now been completed.	AMac	☒
	3.8 Item 9.5 Employment vacancies to be advertised for a Groundsman and an Admin Assistant. The Groundsman vacancy was advertised with seven applicants. The Admin Assistant is still to be advertised.	MM/GP	☒
	3.9 Item 9.6 The position of Vice Chair is to be filled after SF resigned. This has been left open until more directors are available.	MM	☒
4.	MANAGEMENT REPORT		
	4.1 GP sent the Management Report ahead of the meeting and gave the following updates: 4.2 GP had a successful meeting with the S106 Infra Scheme Delivery Officer and has been assured that the officer is reminding the developers of the requirements under the S106 agreement. 4.3 The Board were informed that members of the public from April 2026 will be able to access details of the S106 delivery, within the SKDC area including Elsea Park. The S106 Officer is eager to ensure this is an accurate record before the system goes live. 4.4 The information from Barratt David Wilson (BDW) states that the reinstatement of the hoggan path in Zone 8 is progressing. The project isn't yet complete as the culvert at the bottom of Butterfield Gardens still requires the concrete aprons to be installed. 4.5 BDW have closed their Cambridgeshire office so any legacy issues have been taken on by the Northamptonshire office. 4.6 GP presented a change of policy for Sick Pay taking into account the new Statutory Sick Pay Government ruling from April. This was proposed by SF and seconded by MM. 4.7.1 The email received from Tilia Homes Technical Director (MG) was discussed, especially excerpts regarding a previous director and representative of Tilia Homes. The Board feels that projects and recharged costs agreed by Tilia Home's Representative and Board director (ST) are valid. 4.7.2 GP feels that the grounds maintenance agreed with ST and undertaken by The Trust should now be questioned and the costs recharged to Tilia Homes. 4.8.3 The Board agreed to allow GP to respond to MG. Action: GP		
5.	NEW BUILD UPDATE		

	5.1 SF asked about the movement in the roof of the extension. GP explained that the structural engineer is happy with the design and feels that the movement is within acceptable parameters. The contractors, however, are not satisfied and suggested fitting a supporting brace as a resolution at an additional cost. 5.2 Due to fitting the supporting brace, this may cause a delay in completion. 5.3 The build should be watertight within the next two weeks. 5.4 SF commented that using Belton Construction was a good choice as the quality of the build has been excellent.
6.	DEVELOPER'S UPDATE
	6.1 Tilia Homes's representative CS emailed her update as she wasn't able to attend the meeting, which included the following: 6.2 Linear Park (Chequer Tree Walk) Additional material has been dumped on parts of Linear Park (Chequer Tree Walk). We have instructed our Consultant Engineers to design a remedial Civils Design to level and grade the material to acceptable profiles. Once finalised we intend to tender these works and get a competent Groundworker to complete the works, as part of this earthwork, we are going to have to import a considerable volume of graded Topsoil to finish the areas, Thereafter, we can complete the landscaping and cycle path. It is difficult to give a precise timeline for completing all these works, but it is thought that this should be within the next six months. 6.3 Transfer of Land The Trust's appointed solicitor and Roythornes be in touch with them shortly re: commencement of handover. 6.4 Residents There have been a few residents over the past 2 weeks from the Barratt development ask about landscaping/weeds/linear park etc. The response was sent to them directly as mentioned in last months Board Meeting.
7.	FINANCE REPORT
	7.1 BL sent the finance reports to the Board prior to the meeting. 7.2 The narrative is in the preferred style of the Board as the expenditure is easy to understand and the balances in the bank and investment accounts are understood. 7.3 BL explained that the insurance costs haven't yet been allocated over the heading as she is awaiting the details from the insurance broker so this will be corrected next month. 7.4.1 SF brought up Investment opportunities and felt that the funds should be spread across accounts in accordance with the Financial Services Compensation Scheme. 7.4.2 SF asked the Board if he could invite a Financial Adviser to a Board meeting, to which the Board agreed. Action: SF
8.	DIRECTORS' ITEMS
	8.1.1 GP showed the AGM presentation.

	8.1.2 SF said that the Aykroft play park has been well received and it's being used whereas previously the park has been empty and thanked GP for the refurbishment. 8.1 During a surgery at the Centre, Cllr K Redfern was asked about the West Road footpath access. Cllr Redfern discovered that £65,000 had been set aside for the work but the costs have been estimated at £165,000 so the project has been shelved for the foreseeable future. 8.2 NE asked if photos of Kirkstone House school and the Woodland Trust's hedging project could be included in the AGM. Action: GP 8.3 BL shared a leaflet instructing that directors must verify their identity to remain a director. BL added that this can be undertaken either online themselves or they can go to the Post Office with a form of identity. Action: All 8.4 The Vice Chair nominations is held over to the next meeting when there will be more directors attending. 8.5.1 The Board agreed to accept DB's resignation due to the Articles of Association stating that director's must have a link to Elsea Park. 8.5.2 MM gave his sincere thanks for the work and advice given along with a great appreciation knowing DB can be approached if The Trust requires his services in the future.
9.	AOB
	9.1.1 SF asked if The Trust could advertise for new directors. GP responded saying that residents are asked to join the Board on last slide on the AGM presentation. 9.1.2 NF mentioned that he knows one person who would be interested in joining the Board of Directors. MM agreed to meet them for an informal chat to explain the procedures. Action: MM 9.2.1 NF said that Bourne doesn't have an Emergency Plan and one is needed for the Lincolnshire Resilience Forum. 9.2.2 The County Council already have a wide range of emergency expertise and it was thought that the Centre would be a good rescue shelter which could also serve as a control centre if the Corn Exchange was not available. This was agreed by the Board.
10.	DATE OF NEXT MEETING
	10.1 The date of the next meeting will be 6th November 2025. 10.2 There being no further business, the meeting closed at 19:55 hrs.



Manager's Report – October 2025

The Centre

Extension Works – Progress Summary

- The roof structure is now complete.
- SL down on sides and internal walls built up to full height.
- Scaffold removed internally following wall completion.

Grounds

Quayside West & East

- The relaying of cobble setts has been completed. However, the contractor has been asked to revisit one area that requires further attention.
- The cast iron planters preferred by residents during consultation are unavailable in the desired one-metre height. As an alternative, a mild steel-framed planter with hardwood cladding has been proposed. This design complements the refurbished benches, which features similar hardwood finishes and cast iron feet.

Wake Ponds

- Concerns have been raised regarding the increased vegetation in the ponds. Most of the growth consists of oxygenating plants, which have grown due to higher water temperatures this year. Despite this, the pond's ecosystem remains healthy, with regular sightings of kingfishers, herons, and even the occasional otter.

Play Parks

Market Rasen Play Park

- The replacement of the rubber impact matting has been successfully completed.

Elsea Park Way Play Park

- The toddler playhouse/climbing frame requires replacement, and repairs to the rubber safety matting are also needed. Quotations are currently being obtained.

Developer Updates

Barratt David Wilson – Zone 8

- Repairs and replacements of the hoggin paths in Zone 8 are underway.
- The hedge line opposite Bates Close has been trimmed and brought under control.
- Concrete headwalls have been installed to support higher-capacity drainage at the bottom of Butterfield Gardens, following minor flooding caused by torrential rain on 6th January.

Bellway – Zone 7

- The Trust is still awaiting a replacement for the Bridge 234 lectern, to meet the required specifications.
- A consortium meeting involving Bellway, Barratt David Wilson, and the Trust was held on Thursday, 25th September. There is optimism that the first phase of Bellway's public open space may be transferred before Christmas.

Alison Homes – Zones 10A & 10B

- A site meeting was held on Tuesday, 2nd October with senior planners from Allison Homes. It was agreed that the revised location for the Local Area for Play (LAP) is unsuitable, as it would require children from Zone 10B to cross a future busy road. The original LAP location in Zone 10B was changed due to planning constraints relating to overhead power cables.

Artificial Grass Pitch (AGP)

Lease Update

- Elsea Park AGP Ltd has settled in well, with no reported disruptions to users.

Drainage Works

- Tilia Homes Ltd has missed the agreed deadline to reinstate surface drainage at the AGP. Despite multiple follow-up emails, no response has been received.

Other Activity

SKDC infrastructure Delivery Officer engagement

- The Trust Manager met with the SKDC Infrastructure Delivery Officer and accompanied her on a site visit across all zones of the development. The purpose was to support her in reviewing and updating information regarding the adopted Public Open Space (POS) areas.

Operational Trust Budget

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Item		2025/2026 Spend Budget	Year to Date Expenditure 01/04/2025 - 31/08/2025	Remaining Budget
Office Staff Salaries	4	119,096.00	46,602.71	72,493.29
Staff Training	8	1,000.00	0.00	1,000.00
Recruitment & Other Staffing Costs	5	8,200.00	3,864.50	4,335.50
Workwear & PPE	6	350.00	0.00	350.00
Communications, Printing and Advertising	54	0.00	0.00	0.00
Franking	55	3,000.00	223.10	2,776.90
Office Stationery	57	2,600.00	331.97	2,268.03
Travel & Subsistence	9	150.00	0.00	150.00
Telephone/Mobile and Broadband	56	3,000.00	438.94	2,561.06
Website, IT and Software	58	2,400.00	917.56	1,482.44
Membership & Subscriptions	61	500.00	337.60	162.40
Donations	60	1,000.00	28.97	971.03
Audit and Accountancy Fees	69	8,000.00	5,700.00	2,300.00
Legal Fees	67	3,700.00	3,384.50	315.50
Professional Fees & Land Registry	68	200.00	0.00	200.00
Registration fees (PRS)	64	0.00	0.00	0.00
Insurance	62	2,500.00	7,841.47	-5,341.47
Office Equipment	63	2,500.00	871.00	1,629.00
Miscellaneous Expenditure	66	2,500.00	0.00	2,500.00
Bird boxes	10	500.00	7.49	492.51
Trust Community Grants	65	500.00	0.00	500.00
Kitchen Supplies	59	200.00	84.53	115.47
Trust Annual Events	53	7,000.00	6,604.76	395.24
Charges (card machine & bank)	70	12,000.00	4,803.49	7,196.51
Proportioned Centre Costs		6,303.09	4,794.18	1,508.91
Depreciation allowance	71	68,530.00	0.00	68,530.00
AGP Depreciation	72	77,753.00	0.00	77,753.00
Events Team expenses	26	250.00	0.00	250.00
Contribution to The Centre		9,893.91	-186.42	10,080.33

All insurances to be reallocated

Contribution to the AGP		6,730.00	190.11	6,539.89
Trust Totals		350,356.00	86,840.46	263,515.54

AGP Budget

Salaries	3	9,935.00	9,886.41	48.59
AGP PPE	11	0.00	0.00	0.00
AGP Staff Training	13	0.00	0.00	0.00
AGP Business Rates	37	1,715.00	1,715.75	-0.75
AGP Water Rates	38	0.00	0.00	0.00
AGP Waste Collection	51	0.00	0.00	0.00
AGP Insurance	41	60.00	0.00	60.00
AGP Repair & Maintenance	42	3,650.00	3,650.61	-0.61
AGP Electricity	39	1,360.00	1,356.99	3.01
AGP Gas	40	0.00	0.00	0.00
AGP Equipment	46	0.00	0.00	0.00
AGP Cleaning/Materials	43	60.00	61.21	-1.21
AGP Communications & Software	44	150.00	156.37	-6.37
AGP Licences	49	0.00	0.00	0.00
AGP Health & Safety	45	270.00	270.77	-0.77
AGP Pitch Maintenance	47	3,500.00	3,499.48	0.52
AGP Stripe Fees	50	365.00	364.72	0.28
AGP Miscellaneous	52	820.00	823.13	-3.13
AGP Carpet Provision	73	35,000.00	0.00	35,000.00
AGP Totals		56,885.00	21,785.44	35,099.56

Operational Groundsman Budget

Salaries	2	114,784.00	46,024.19	68,759.81
PPE	12	3,500.00	477.32	3,022.68
Staff Training	14	3,600.00	0.00	3,600.00
Equipment Hire		0.00	0.00	0.00
Repairs and Renewals		0.00	0.00	0.00
New equipment and tools	36	11,000.00	2,869.79	8,130.21
Miscellaneous Expenditure	35	7,500.00	1,081.40	6,418.60
Ditch & Dyke Maintenance, Fence repairs and replacements	28	35,000.00	4,051.90	30,948.10
Arboricultural Survey & Tree maintenance	30	1,700.00	0.00	1,700.00
Landscaping Projects (New works)	29	25,000.00	2,938.03	22,061.97
Waste collection (waste bins around the development)	48	4,000.00	0.00	4,000.00
Fuel, Oil and Water	34	6,000.00	2,378.81	3,621.19
Vehicle Insurance	33	3,000.00	5,081.89	-2,081.89
Vehicle repairs & MOT	32	10,000.00	1,431.35	8,568.65
Play ground inspection	31	25,000.00	2,802.00	22,198.00
Electricity - Wake Pond	24	10,000.00	3,266.05	6,733.95
Groundsman Totals		260,084.00	72,402.73	187,681.27

Under estimated budget

Operational The Centre Budget

Staff salaries	1	22,657.00	7,986.93	14,670.07
PRS & Licenses	23	1,000.00	871.32	128.68
Advertising, Communications & Printing		0.00	0.00	0.00
The Centre repairs, renewals & maintenance	20	12,000.00	463.57	11,536.43
Business Rates	15	7,300.00	3,058.30	4,241.70
Water	16	1,600.00	1,318.89	281.11
Electricity	17	1,260.00	325.83	934.17

Feed in Tariff	22	-2,120.00	0.00	-2,120.00
Gas	18	500.00	106.68	393.32
Premises Insurance	19	3,000.00	0.00	3,000.00
Waste Collection	25	0.00	3,661.99	-3,661.99
Cleaning	21	3,000.00	2,536.77	463.23
Miscellaneous Centre expenditure	27	1,000.00	748.49	251.51
Proportioned Centre Costs (income)		-6,303.09	-4,794.18	-1,508.91
Centre Totals		44,893.91	16,284.59	28,609.32

Nothing received this year

Combined Expenditure Totals		712,218.91	197,313.22	514,905.69
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Income 2025/2026

			2025/2026 Income Budget	Year to Date Income 01/04/2025 - 31/08/2025	Remaining Budget
The Trust income					
Annual charge	a		-751,279.00	-583,127.85	-168,151.15
Administration fees	b		-24,000.00	-14,995.37	-9,004.63
Interest earned	f		-35,000.00	-40,187.96	5,187.96
Late Payment interest & penalties	e		-1,000.00	-115.64	-884.36
Other	d		0.00	900.00	-900.00
The Trust Total income NET			-811,279.00	-637,526.82	-173,752.18

AGP Income

Football pitch bookings	g		-21,530.00	-21,528.66	-1.34
Pavilion lettings	h		-65.00	-66.67	1.67
AGP Lease	i		-28,560.00	0.00	-28,560.00
Trust subsidy			-6,730.00	-190.11	-6,539.89
The AGP Total income NET			-56,885.00	-21,785.44	-35,099.56

The Centre Income

Avalon Bookings	c		-35,000.00	-16,471.01	-18,528.99
Trust Subsidy			-9,893.91	186.42	-10,080.33
The Centre Total income NET			-44,893.91	-16,284.59	-28,609.32

Total Income

			-913,057.91	-675,596.85	-237,461.06
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Total Net Budget



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