



## **AGENDA**

**Elsea Park Community Trust**

**Thursday 4<sup>th</sup> December 2025 – 18:00**

**Venue: Admin Office at the Centre**

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<b>Time</b>	<b>Item</b>	
<b>18:00</b>	<b>1 Welcome and Apologies</b>	<b>MM</b>
<b>18:05</b>	<b>2 Actions from the previous meeting 6<sup>th</sup> November 2025</b>	<b>MM</b>
<b>18:15</b>	<b>3 Developer's Update</b>	<b>CS</b>
	<b>3.1 Tilia Meeting Update</b>	<b>GP</b>
<b>18:30</b>	<b>4 Management Report</b>	<b>GP</b>
	<b>4.1 Zone 8 Land Transfer</b>	<b>GP</b>
<b>18:45</b>	<b>5 New Build Update</b>	<b>GP</b>
<b>18:55</b>	<b>6 Finance Narrative</b>	<b>B</b>
<b>19:25</b>	<b>7 Directors' Items</b>	<b>All</b>
	<b>7.1 Directors' Identity Verification</b>	<b>GP</b>
<b>19:55</b>	<b>8 Any Other Business</b>	<b>All</b>
<b>20:10</b>	<b>9 Date of the next meeting: 5<sup>th</sup> February 2026</b>	<b>MM/All</b>



### ACTIONS FROM THE PREVIOUS MEETING

Item	Action details	Actioner	Closed
3.1	Item 3.4 Three solutions are being considered for the AGP drainage.	<b>CS/NF</b>	<input type="checkbox"/>
3.2	Item 3.2 Estimates are being obtained to respray and regrade Chequer Tree Walk/Linear Park.	<b>CS/NF</b>	<input type="checkbox"/>
3.3	Item 3.5 Land maintenance agreed with ST is under question and should The Trust recharge any costs incurred to Tilia.	<b>CS/NF</b>	<input type="checkbox"/>
3.4	Item 3.9 Amendments to the Agenda to be adopted listing 'Developers' Update' ahead of the Management Report to allow	<b>MM</b>	<input type="checkbox"/>
3.5	Item 4.3.2 Reminder to residents regarding respectful parking to be included on The Trust's website.	<b>AMac/GP</b>	<input type="checkbox"/>
3.6	Item 4.5.5 Resident's lighting concern to be forwarded to LCC.	<b>GP</b>	<input type="checkbox"/>
3.7	Item 4.6.7 Green Fund expenditure options to present to the Board.	<b>GP</b>	<input type="checkbox"/>
3.8	Item 7.4.2 GP to contact financial advisors regarding Trust investments.	<b>GP</b>	<input type="checkbox"/>
3.9	Item 7.5 Update the Financial Procedures policy.	<b>GP/MM</b>	<input type="checkbox"/>

## Elsea Park Community Trust Board Meeting Minutes Thursday 4<sup>th</sup> December 2025

<b>Present:</b>	Michael Marren	MM	Chair
	Simon Free	SF	Vice Chair
	Nigel Eveleigh	NE	BTC representative
	Anna Machnik	AMac	Owner Director
<b>In Attendance:</b>	Graeme Parrott	GP	Trust Manager
	Bea Laidler	BL	Finance Officer
	Kerry Eveleigh	KE	Prospective Owner Director
<b>1.</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>		
	1.1 Apologies were received from Peggy Kent, Asif Mahmood and Charlotte Sadler Fellows		
	1.2 MM welcomed everyone to the meeting and he thanked them for their attendance.		
<b>2.</b>	<b>DECLARATION OF INTEREST</b>		
	2.1 INTERESTS IN PROPOSED TRANSACTIONS AND/OR ARRANGEMENTS WITH THE COMPANY.		
	<p>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).</p>		
<b>3.</b>	<b>ACTIONS FROM THE PREVIOUS MEETINGS</b>		
	<b>Action Details</b>	<b>Actioner</b>	<b>Closed</b>
	3.1 Solutions are being considered for the AGP drainage. Due to cancellation of the rearranged meeting with Tilia, there is no update.	<b>CS</b>	<input type="checkbox"/>
	3.2 Respray and re-grade of Chequer Tree Walk (referred to as Linear Park by Tilia). In the absence of CS, there is no update.	<b>CS</b>	<input type="checkbox"/>
	3.3 Land maintenance agreed with ST is under question and should The Trust recharge any costs incurred to Tilia. MM sent a letter to Tilia and now awaiting a response.	<b>CS</b>	<input type="checkbox"/>
	3.4 Amendments to the Agenda to be adopted listing 'Developers' Update' ahead of the Management Report to allow the Tilia representative the opportunity to leave early. BL has amended the agenda to accommodate Tilia.	<b>BL</b>	<input type="checkbox"/>
	3.5 Reminder to residents regarding respectful parking to be included on The Trust's website. AMac has actioned this.	<b>AMac</b>	<input checked="" type="checkbox"/>

	3.6 Resident's lighting concern to be forwarded to LCC. GP has emailed resident to ask for consent to forward their details to LCC but has received no response so a further email to the two emails has been sent.	GP	<input checked="" type="checkbox"/>
	3.7 Green Fund expenditure options presented to the Board. This was discussed as part of the Management Report.	GP	<input checked="" type="checkbox"/>
	3.8 GP to contact financial advisors regarding Trust investments. This has been reported as part of the Finance Narrative.	GP	<input checked="" type="checkbox"/>
	3.9 Update the Financial Procedures policy. BL explained that the policy has been completed and she is ensuring the appendices is up to date and corresponds with the main policy. This should be complete before the next meeting.	BL	<input type="checkbox"/>
<b>4.</b>	<b>DEVELOPER'S UPDATE</b>		
	<p>4.1.1 The update from CS was read out which included information regarding Chequer Tree Walk (referred to by Tilia as Linear Park). Works are to commence in the new year and expected to be completed by June 2026.</p> <p>4.1.2 Consultation with Cadent will be programmed as they may wish to be on site in the beginning due to the high-pressure gas main. CS will advise The Trust once Cadent's requirements are known.</p> <p>4.1.3 CS will contact GP prior to the Christmas break to update on the situation and hopes this shares some positivity in their committed to finishing the outstanding projects for resident's enjoyment of the development.</p> <p>4.2 It was felt that until Tilia decide on their course of action, CS may appreciate not having to attend the Board meeting in person but instead submit a monthly report.</p>		

<b>5.</b>	<b>MANAGEMENT REPORT</b>
	<p>5.1 The Management Report had been emailed to the directors ahead of the meet and GP gave the following updates.</p> <p>5.2 GP is considering a credit account for the planters on Quayside East &amp; West if the sample is suitable rather than pay the full amount on order.</p> <p>5.3 The fountains at Wake Pond have been switched off until a formal signed agreement has been achieved with Tilia Homes Ltd.</p> <p>5.4 The removal of the overgrown shrubbery has begun on Heartease Way pumping station.</p> <p>5.5 After a discussion with Barratt David Wilson (BDW), GP revealed that Pheonix has been selected as the contractors for the hoggin path in Zone 4 who hope to commence work this month.</p> <p>5.6 The plan to infill the Swales on Haydock Park Drive was discussed GP needs to confirm the design before BDW commences the work.</p> <p>5.7 There is an issue with BDW regarding the lack of notification of new home occupations. This has improved significantly since the site has transferred from Cambridge to Northampton however, their solicitors are letting the process down so GP has sent an email stopping the signing of the Transfer of Property (TP1) forms for Land Registry until the issue has been resolved.</p> <p>5.8 Despite promises from BDW to replace the dead trees, this has not happened so a commuted sum has been offered for The Trust to plant new trees. The Trust's solicitor has been made aware of this arrangement which is now included as part of the land transfer.</p> <p>5.9 The contacts at Bellway Homes Ltd have either resigned or left the company. The site is now under the East Midlands division but the first transfers due imminently, will remain with the Eastern Division.</p> <p>5.10 Bellway have had a tree survey carried out in September but the results hadn't until recently been shared with The Trust although Bellway has indicated that the dead trees will be replaced.</p> <p>5.11 MM and GP will be visiting the solicitors to sign the legal land transfer deeds this month for land transfers.</p> <p>5.12 NE voiced his concern about the additional grounds works to carry out and the effect it will have on the Grounds staff. GP reassured everyone by revealing that the Head Groundsman may engage a contractor for grass cutting if the work builds up.</p>
<b>6.</b>	<b>NEW BUILD UPDATE</b>
	<p>6.1 GP explained that the roof has been completed so the building is now watertight.</p> <p>6.2 The contractors have been working very hard progressing with the first fixings including the fire and intruder alarms. The electrician will finish installing the cabling next week.</p> <p>6.3 A walk around the new build for the directors will be included the next agenda.</p>

7.	<b>FINANCE REPORT</b>
	<p>7.1 BL sent the finance reports to the Board prior to the meeting.</p> <p>7.2 BL explained any high costs and what the final net income is likely to be at year end.</p> <p>7.3.1 GP has been liaising with a financial organisation who will invest The Trust's reserves at no cost.</p> <p>7.3.2 This organisation has access to 40 banks and 120 savings products and only one application mandate is required to be signed by the selected signatories.</p> <p>7.3.3 Only one signature is required to transfer savings but to add further protection to funds, a nominated bank account is used to transfer monies to and from savings accounts. The nominated bank account requires two signatories.</p> <p>7.3.3 The FSCS has increased the savings protection limit to £120,000 meaning that the number of savings accounts required can be reduced.</p>
8.	<b>DIRECTORS' ITEMS</b>
	<p>8.1.1 MM, NE, and SF confirmed they have registered for Directors' Identification.</p> <p>8.1.2 PF has requested assistance from BL to register. BL agreed to help.</p> <p>8.1.3 BL will contact other directors to offer assistance to register for Directors' Identification. <b>Action: BL</b></p>
9.	<b>AOB</b>
	<p>9.1 GP announced that no Deed of Variation for the sale of a property will be issued unless any debts are cleared.</p>
10.	<b>DATE OF NEXT MEETING</b>
	<p>10.1 The date of the next meeting will be 5<sup>th</sup> February 2026.</p> <p>10.2 There being no further business, the meeting closed at 19:00 hrs.</p>



# Manager's Report – December 2025

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## The Centre

### Extension Works – Progress Summary

Progress has continued and the roof is now watertight; it is expected the first two weeks in December activity at the site will be increased with a multitude of trades attending for their first fix installation.

### Weekend Hires

There has been an increase in organised event hires cancelling due to lack of interest in their planned events, personal use of the Centre over the weekend for celebrations is still very busy.

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## Grounds

### Quayside West & East

- The Trust are still awaiting delivery of a sample mild steel-framed planter with hardwood cladding which if suitable will be purchased for the trees to be planted in.
- SKDC Planning Department have confirmed that planning permission will not be required for the new planters planned for the Quaysides as ultimately although weighing in at 1.5 tons will still be movable
- The fountains in the ponds remain challenging especially during high water levels as their display effectiveness is reduced.

### Heartsease Way Pumping Station

- The overgrown area around the pumping station and the land east of the pumping station are due to be stripped out and replanted during this winter seasons as the area has become unmanageable.

### Caretaker

- A move around of the caretaker's responsibilities will see them working on the development now as well as at the Centre.
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## **Developer Updates**

### **Barratt David Wilson – Zone 8**

- Repairs and replacements of hoggin paths are now complete in Zone 8
- Part 1 of Zone 8 is now nearly ready for legal transfer to The Trust following extensive snagging work carried out by Barratt David Wilson Homes.

### **Barratt David Wilson – Zone 4**

- The hoggin path that runs parallel to Ogrey pool has been surveyed and Barratt David Wilson are arranging for repairs prior to legal transfer to The Trust early next year.
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### **Artificial Grass Pitch (AGP) Drainage Works**

- The proposed meeting with Tilia Homes Ltd did not take place so another meeting with Tilia Homes Ltd is scheduled for Tuesday 2<sup>nd</sup> December to discuss updates on outstanding surface water drainage work.

## Operational Trust Budget

Item		2025/2026 Spend Budget	Year to Date Expenditure 01/04/2025 - 31/10/2025	Remaining Budget
Office Staff Salaries	4	119,096.00	67,870.71	51,225.29
Staff Training	8	1,000.00	250.00	750.00
Recruitment & Other Staffing Costs	5	8,200.00	5,780.78	2,419.22
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	439.35	2,560.65
Office Stationery	57	2,600.00	516.09	2,083.91
Travel & Subsistence	9	150.00	36.96	113.04
Telephone/Mobile and Broadband	56	3,000.00	1,063.73	1,936.27
Website, IT and Software	58	2,400.00	1,328.07	1,071.93
Membership & Subscriptions	61	500.00	1,537.60	-1,037.60
Donations	60	1,000.00	78.97	921.03
Audit and Accountancy Fees	69	8,000.00	7,095.00	905.00
Legal Fees	67	3,700.00	8,112.30	-4,412.30
Professional Fees & Land Registry	68	200.00	7.00	193.00
Registration fees (PRS)	64	0.00	0.00	0.00
Insurance	62	2,500.00	1,818.44	681.56
Office Equipment	63	2,500.00	1,489.93	1,010.07
Miscellaneous Expenditure	66	2,500.00	6.48	2,493.52
Bird boxes	10	500.00	83.41	416.59
Trust Community Grants	65	500.00	0.00	500.00
Kitchen Supplies	59	200.00	117.54	82.46
Trust Annual Events	53	7,000.00	6,604.76	395.24
Charges (card machine & bank)	70	12,000.00	6,597.15	5,402.85
Proportioned Centre Costs		7,538.57	6,966.11	572.45
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		11,508.44	3,961.35	7,547.09
Contribution to the AGP		7,750.00	-6,439.54	14,189.54
Trust Totals		354,226.00	115,322.19	238,903.81

## AGP Budget

Salaries	3	9,925.00	9,934.44	-9.44
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	2,058.75	-343.75
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	77.41	-17.41
AGP Repair & Maintenance	42	3,650.00	5,340.61	-1,690.61
AGP Electricity	39	2,350.00	2,458.05	-108.05
AGP Gas	40	40.00	246.40	-206.40
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	123.70	26.30
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	3,754.27	-254.27
AGP Stripe Fees	50	365.00	327.03	37.97
AGP Miscellaneous	52	820.00	823.13	-3.13
AGP Carpet Provision	73	35,000.00	0.00	35,000.00
AGP Totals		57,905.00	25,475.77	32,429.23

Flood light servicing

All Pump Solutions pavilion telemetry  
Recorded Centre hire fees

**Operational Groundsman Budget**

Salaries	2	114,784.00	63,591.52	51,192.48
PPE	12	3,500.00	1,467.49	2,032.51
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	4,661.08	6,338.92
Miscellaneous Expenditure	35	7,500.00	4,488.20	3,011.80
Ditch & Dyke Maintenance, Fence repairs and replacements	28	35,000.00	5,524.30	29,475.70
Arboricultural Survey & Tree maintenance	30	1,700.00	1,935.00	-235.00
Landscaping Projects (New works)	29	25,000.00	19,162.19	5,837.81
Waste collection (waste bins around the development)	48	4,000.00	0.00	4,000.00
Fuel, Oil and Water	34	6,000.00	3,241.13	2,758.87
Vehicle Insurance	33	3,000.00	5,214.45	-2,214.45
Vehicle repairs & MOT	32	10,000.00	3,120.29	6,879.71
Play ground inspection	31	25,000.00	21,099.24	3,900.76
Electricity - Wake Pond	24	10,000.00	6,125.07	3,874.93
<b>Groundsman Totals</b>		<b>260,084.00</b>	<b>139,629.96</b>	<b>120,454.04</b>

Under estimated budget

**Operational The Centre Budget**

Staff salaries	1	22,657.00	11,663.76	10,993.24
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	3,133.85	8,866.15
Business Rates	15	7,300.00	3,770.30	3,529.70
Water	16	1,600.00	1,778.97	-178.97
Electricity	17	1,260.00	468.67	791.33
Feed in Tariff	22	-2,120.00	0.00	-2,120.00
Gas	18	500.00	115.04	384.96
Premises Insurance	19	3,000.00	2,625.29	374.71
Waste Collection	25	2,850.00	3,714.06	-864.06
Cleaning	21	3,000.00	3,523.34	-523.34
Miscellaneous Centre expenditure	27	1,000.00	689.02	310.98
Proportioned Centre Costs (income)		-7,538.57	-6,966.11	-572.45
<b>Centre Totals</b>		<b>46,508.44</b>	<b>25,387.51</b>	<b>21,120.93</b>

Nothing received this year

<b>Combined Expenditure Totals</b>		<b>718,723.44</b>	<b>305,815.43</b>	<b>412,908.01</b>
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**Income 2025/2026**

		2025/2026 Income Budget	Year to Date Income 01/04/2025 - 31/10/2025	Remaining Budget
<b>The Trust income</b>				
Annual charge	a	-751,279.00	-655,423.54	-95,855.46
Administration fees	b	-24,000.00	-20,945.37	-3,054.63
Interest earned	f	-35,000.00	-55,319.05	20,319.05
Late Payment interest & penalties	e	-1,000.00	-137.41	-862.59
Other	d	0.00	477.60	-477.60
<b>The Trust Total income NET</b>		-811,279.00	-731,347.77	-79,931.23

**AGP Income**

Football pitch bookings	g	-21,530.00	-25,048.64	3,518.64
Pavilion lettings	h	-65.00	-66.67	1.67
AGP Lease	i	-28,560.00	-6,800.00	-21,760.00
Trust subsidy		-7,750.00	6,439.54	-14,189.54
<b>The AGP Total income NET</b>		-57,905.00	-25,475.77	-32,429.23

**The Centre Income**

Avalon Bookings	c	-35,000.00	-21,426.16	-13,573.84
Trust Subsidy		-11,508.44	-3,961.35	-7,547.09
<b>The Centre Total income NET</b>		-46,508.44	-25,387.51	-21,120.93

**Total Income**

		-915,692.44	-782,211.05	-133,481.39
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**Total Net Budget**

		-196,969.00	-476,395.62	279,426.62
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