



AGENDA

Elsea Park Community Trust

Thursday 4th June 2026 – 18:00

Venue: The Sycamore Room at the Centre

Time	Item	
18:00	1	Welcome and Apologies MM
18:05	2	Actions from the previous meeting 7th May 2026 MM
18:15	3	Management Report GP
18:30	4	Finance Report and Narrative ES
	4a	Updated Financial Procedures Policy GP
18:45	5	Directors' Items All
18:55	6	Any Other Business All
19:10	7	Date of the next meeting: 2nd July 2026 MM/All



ACTIONS FROM THE PREVIOUS MEETING

Item	Action details	Actioner	Closed
3.1	Item 4.2 First reminders to be sent to outstanding debtors.	ES	☐
3.2	Item 4.5.3 Quotes to be obtained to replace the play equipment on the Badger Lane play park.	GP	☐

Elsea Park Community Trust Board Meeting Minutes

Thursday 4th June 2026

Present:	Michael Marren	MM	Chair		
	Anna Machnik	AMac	Vice Chair		
	Gary Thomas	GT	Owner Director		
	Nigel Eveleigh	NE	Resident Director		
	Kerry Eveleigh	KE	Owner Director		
	Paul Fellows	PF	SKDC Representative		
	Brenda Johnson	BJ	Bourne Town Representative		
In Attendance:	Graeme Parrott	GP	Trust Manager		
	Emma Sturman	ES	Deputy Finance Officer		
1.	WELCOME AND APOLOGIES FOR ABSENCE				
	1.1 Apologies received from Simon Free and Asif Mahmood.				
	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
	4.2 The First Chaser letters for unpaid debtors were sent out 12 th May.			ES	☒
	4.5.3 GP to obtain quotes to replace the Badger Lane play area equipment and request a commuted sum from Vistry. First company is due later in June to give a price. Second company is not being very responsive, and we have slight concern over some recent work this company has done on another of our play areas. The third company have done work on the development previously and the standard of work is not what is expected.			GP	☒
4.	MANAGEMENT REPORT				
	4.1. The Management Report had been emailed to the directors ahead of the meet and GP gave the following updates.				
	4.2 BDW, Zone 4 work on swales should have started again this week but this has not occurred.				
	4.3.1 There is a reduction in The Centre weekend hires. It is not known why this has occurred as the price residents pay has not risen. It is suspected that the general cost of living is reducing the need for hall hire. All feedback has been positive from hirers.				

	4.3.2 NE suggested advertising in a local brochure to attract hirers and to show what activities currently take place at The Centre. NE also said that the advertising could also make requests for new directors. 4.3.3 GP explained the costs involved for advertising and explained that this would be a 12 month's commitment of advertising, a full page every month and tasked everyone to contribute and submit something to be published. ACTION: ALL
5.	FINANCE REPORT
	5.1 ES sent the finance reports to the Board prior to the meeting. 5.2 ES explained the new layout of the budget showing green arrows for positive outcomes and red arrows for less positive outcomes. MM expressed that the new budget is easier to understand. 5.3 The Board agreed that going forward a rolling budget could be used which will create more accurate figures. 5.4 ES gave a brief explanation about the changes to the structure of the finance reporting. By consolidating the reporting categories, a clearer more streamlined report can be presented to The Board. There are two main businesses, The Centre and The Trust (Grounds maintenance) instead of the previously reported four departments. If a more detailed report is required, the figures can be easily broken down. 5.5 BL has updated the Finance Policy and sent a copy to all directors. The main amendment being the insertion of interest charge details, when and percentage applied.
6.	DIRECTORS' ITEMS
	6.1 GP raised a concern regarding the difference between the restriction on the newer properties and complications regarding debt collection. The matter was discussed and a possible solution obtained. 6.2.1 GT informed The Board of some dead trees near Nurburgring Gardens and asked when they are due to be replaced. GP explained that the best time of year to plant new bare root trees is Autumn. The dead trees will be removed in the coming weeks. 6.2.2 GT mentioned how beautiful the roses are looking on Welland Drive Green. 6.3 NE asked if the grounds team have sufficient hours since a member of staff left last month. GP explained that the Head Groundsman currently says there is a very good team and the staffing levels are sufficient. 6.4 GP expressed that for over 10 years no land had been transferred to The Trust but recently an influx of transfers have occurred Taylor Wimpey Zones 3, 4 and 8, BDW Zone 9a, Bellway Zone 7a and Allison Homes Zones 10a and 10b.
7.	AOB
	7.1 BJ asked for details regarding a possible crossing on West Road from the development. GP explained details that have been reported in minutes of previous minutes. 7.2.1 GP informed The Board that he and MM have been invited to a planning meeting regarding changes to the section 106.

	7.2.2 GP presented plans showing distances and details of previous census of car ownership along with details of other Green Fund initiatives that The Trust have tried to implement to help which have all been unsuccessful. 7.3 PF there are four or five proposals for the restructuring of the Councils. PF believes there will be elections held in May 2027. 7.4 MM announced that the registration process for the new savings platform is now complete and The Trust can start to deposit funds.
8.	DATE OF NEXT MEETING
	8.1 The date of the next meeting will be 2nd July 2026. 8.2 There being no further business, the meeting closed at 18:55 hrs.



Manager's Report – June 2026

The Centre

The extension to The Centre is now available for private hire, with full details being posted on the residents' Facebook page, some bookings have already been received.

Weekend hires of the large main hall are, for the first time in many years, showing a decrease compared with previous years. There is no obvious operational reason for this. The Trust continues to receive regular positive feedback through the booking system, which automatically surveys users after their hire.

A wider trend of people cutting back on discretionary spending may be a contributing factor, but The Trust will continue to monitor booking patterns over the coming months.

Grounds

The Tree planters are now in place at the Quaysides along with the benches and bins both of which have been sandblasted and repainted.

The Fountains continue to cause issues at location and are currently being looked at by a local supplier based on the development.

A regular litter pick by the Grounds Caretaker on a Tuesday has been operating for the past 3 months and it is hoped the effects can be seen on the development.

The unusual hot weather at the end of May resulted in The Trusts hot weather policy being implemented this action is usually reserved for the occasional day in late July / August.

Developer Updates

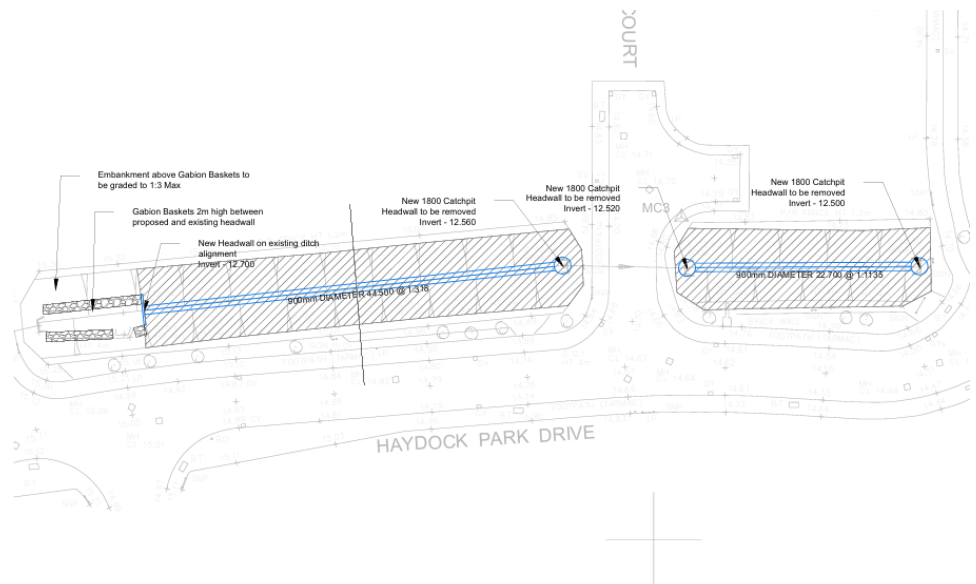
Tilia Homes – Zone 9

Disappointingly there have been no updates from Tilia homes regarding their legacy works on the development.

SKDC continue to investigate the delay in the transfer of Public Open Space from Tilia Homes to the Trust.

Barratt David Wilson – Zone 4

Work should recommence this week following issues with the abase of the swales the work is programmed to finish on June 5th



Taylor Wimpey – Zones 9, 4 and 3

With All Zones transferred to The Trust their will be no further updates from Taylor Wimpey

Vistry- Zone 2

No further progress has been made regarding the state of the play park at Badger lane currently owned by Vistry homes who wish o transfer this to The Trust.

Urban Beach

Both Barratt Homes and Bellway Homes have agreed to sponsor an attraction at the urban Beach. Its all shaping up to be a fantastic 3 weeks



Budget Variance

Elsea Park Community Trust For the month ended 30 April 2026

	ACTUAL APR 26	BUDGET APR 26	VARIANCE	VARIANCE %
Income				
Trust Income				
Administration Fees	6,100.00	2,000.00	4,100.00 ↑	205.00% ↑
Wayleaves	-	1.00	(1.00) ↓	-100.00% ↓
Yearly payments	499,103.80	113,127.00	385,976.80 ↑	341.19% ↑
Total Trust Income	505,203.80	115,128.00	390,075.80	338.82%
Centre Income				
Weekday Booking	2,433.55	2,400.00	33.55 ↑	1.40% ↑
Weekend Booking	1,043.00	550.00	493.00 ↑	89.64% ↑
Total Centre Income	3,476.55	2,950.00	526.55	17.85%
Total Income	508,680.35	118,078.00	390,602.35	330.80%
Other Income				
Feed in Tariff	-	75.00	(75.00) ↓	-100.00% ↓
Late payment fees/ Failed DD Fees / Court fees	10.00	20.00	(10.00) ↓	-50.00% ↓
Lease/Rent	3,463.36	3,400.00	63.36 ↑	1.86% ↑
Miscellaneous Income	10.17	84.00	(73.83) ↓	-87.89% ↓
Recharges	(179.14)	-	(179.14) ↓	- -
Savings/investment interest	1.62	2,083.00	(2,081.38) ↓	-99.92% ↓
Total Other Income	3,306.01	5,662.00	(2,355.99)	-41.61%
Direct Costs				
Diesel	382.98	500.00	(117.02) ↓	-23.40% ↓
Ditch and Drainage	-	25,000.00	(25,000.00) ↓	-100.00% ↓
Hired services/waste collection	2,794.95	4,542.00	(1,747.05) ↓	-38.46% ↓
Maintenance expenses	3,637.45	833.00	2,804.45 ↑	336.67% ↑
Miscellaneous Costs	-	625.00	(625.00) ↓	-100.00% ↓
Plants	3,967.16	400.00	3,567.16 ↑	891.79% ↑
Purchases other	-	500.00	(500.00) ↓	-100.00% ↓
Wages expenses	13,124.55	12,526.00	598.55 ↑	4.78% ↑
Total Direct Costs	23,907.09	44,926.00	(21,018.91)	-46.79%
Gross Profit	484,773.26	73,152.00	411,621.26	562.69%

	ACTUAL APR 26	BUDGET APR 26	VARIANCE	VARIANCE %
Indirect Costs				
(IE) Bank and Legal Fees	483.19	1,100.00	(616.81) ↓	-56.07% ↓
(IE) Donations	506.52	1,000.00	(493.48) ↓	-49.35% ↓
(IE) Hired services/waste collection	3,251.03	1,750.00	1,501.03 ↑	85.77% ↑
(IE) HR Expenses	1,092.64	1,467.00	(374.36) ↓	-25.52% ↓
(IE) Miscellaneous expenses	-	167.00	(167.00) ↓	-100.00% ↓
(IE) Overheads	497.46	4,238.00	(3,740.54) ↓	-88.26% ↓
(IE) Postage	-	125.00	(125.00) ↓	-100.00% ↓
(IE) Purchases other	1,209.36	542.00	667.36 ↑	123.13% ↑
(IE) Service expenses	381.90	1,437.00	(1,055.10) ↓	-73.42% ↓
(IE) Software Subscriptions	180.66	417.00	(236.34) ↓	-56.68% ↓
(IE) Wages Expenses	12,881.53	12,882.00	(0.47) ↓	0.00% ↓
(IE) Write off / UNKBANK	576.85	-	576.85 ↑	- —
Total Indirect Costs	21,061.14	25,125.00	(4,063.86)	-16.17%
Net Profit	467,018.13	53,689.00	413,329.13	769.86%