



AGENDA

Elsea Park Community Trust

Thursday 3rd September 2026 – 18:00

Venue: The Maple Room at the Centre

Time	Item	
18:00	1 Welcome and Apologies	MM
18:05	2 Actions from the previous meeting 6th August 2026	MM
18:15	3 Developer's Update	CS/NF
18:30	4 Manager's Report	GP
18:45	5 Finance Report and Narrative	ES
19:00	6 Directors' Items	All
19:15	7 Any Other Business	All
	7a Urban Beach update	GP
19:30	8 Date of the next meeting: 3rd September 2026	MM/All



ACTIONS FROM THE PREVIOUS MEETING

Item	Action details	Actioner	Closed
2.1	Item 4.6 CS & GP to discuss The Trust maintaining Tilia Homes land	GP/CS	☐
2.2	Item 7.3.2 GP to investigate a bore hole costings.	GP	☐

Elsea Park Community Trust Board Meeting Minutes

Thursday 3rd September 2026

Present:	Michael Marren	MM	Chair
	Nigel Eveleigh	NE	Vice Chair
	Simon Free	SF	Owner Director
	Anna Machnik	AM	Owner Director
	Kerry Eveleigh	KEv	Owner Director
	Paul Fellows	PF	SKDC Representative
	Brenda Johnson	BJ	BTC Representative
In Attendance:	Graeme Parrott	GP	Trust Manager
	Bea Laidler	BL	Finance Officer
	Steve Kettle	SK	Prospective Owner Director
	June Fisher	JF	Prospective Owner Director
	Kate Eales	KEa	Prospective Owner Director
	Carole McClimens	CM	Prospective Owner Director
1.	WELCOME AND APOLOGIES FOR ABSENCE		
	1.1 Apologies were received from Charlotte Sadler. 1.2.1 MM welcomed everyone to the meeting and he thanked them for their attendance. 1.2.2 For the benefit of the Prospective Owner Directors, each person introduced themselves and their role.		
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 GP & CS to discuss The Trust maintaining land owned by Tilia Homes. GP said that an arrangement had been agreed for maintaining specified areas for which Tilia will be paying quarterly in advance. 3.2 GP to investigate a bore hole costings. This item is to be kept open for a further month.	GP	☒
4.	DEVELOPER'S REPORT		
	4.1.1 CS sent her report ahead of the meeting which was distributed to all directors and a further update was received by email. BL distributed a copy of the email to the Board at the meeting. 4.1.2 The Board agreed that the report is very positive knowing that the issues are being addressed.		

5.	MANAGER'S REPORT
	5.1 The Manager's Report had been emailed to the directors ahead of the meeting and GP gave the following updates. 5.2.1 After a number of complaints received, the fly tipping issue on Coltsfoot Drive has been resolved and the Grounds Team has picked up and disposed of the dumped contents at a cost to the residents. 5.2.2 A social media posting indicated that the contents were not 'dumped' but placed for anyone to take the items. No consent was sought from the landowner and items were just moved, used as playthings and not returned. 5.3.1 GP explained that a new ROSPA organisation has been used to inspect the 12 play parks (including Jubilee Green) because Play Safe carried out the inspections last year without notifying The Trust. 5.3.2 The Trust are expected to receive a transfer of three further play parks although the precise dates are not yet known. 5.4 The local Lincolnshire County Council councillor has met with site manager from Bellway to discuss the possibility of creating a car park from the land designated as Public Open Space and the progression of the path to Manor Lane. It was suggested that they contacted Bellway Head Office. 5.5.1 GP presented emails of appreciation and thanks for the Urban Beach '26 on the interactive screen during the meeting. 5.5.2 MM and the Board thanked GP and the staff for all their hard work and dedication given to make the Urban Beach '26 a great success. 5.5.3 MM proposed that the Urban Beach '26, it should be held again next year with the same budget allocation. This was seconded by SF and agreed unanimously. 5.5.4 NE asked if those enjoying the beach were all young children to which GP responded that the initial idea was aimed at young children but it became apparent that older children were enjoying the event so further activities were hired to cater for the older children and this will included for next year.
6.	FINANCE REPORT
	6.1 BL sent the finance reports to the Board prior to the meeting. 6.2.1 ES produced the Budget Variance and a Narrative giving reasons for the variances. 6.2.2 ES also produced a report showing the bank balances and investments and highlighted future high expenses to be expected. 6.3 BL handed a summary of the Urban Beach '26 costs and income, which showed the whole event was almost £5,000 under budget.
7.	DIRECTORS' ITEMS
	There were no Directors' Items.

8.	AOB
	8.1 GP asked if the new potential directors found the links for the zones map useful. There was a positive response. 8.2.1 NE will remind Lincolnshire Wildlife Trust about the agreed hedge laying. He added that Pimpernel Walk has been identified as a viable project. Action: NE

9.	DATE OF NEXT MEETING
	9.1 The date of the next meeting will be 1st October 2026. 9.2 There being no further business, the meeting closed at 18:40 hrs



Manager's Report – September 2026

The Centre

Activity levels at the Centre remain quieter than usual during the summer period. Regular hirers such as Cubs and Scouts take seasonal breaks, and weekend bookings typically reduce as residents make greater use of their gardens rather than hiring indoor space. This pattern is consistent with previous years.

Grounds

Fly Tipping Coltsfoot drive

The Trust has had to respond to fly tipping in Coltsfoot Drive, the incident was brought to the attention of SKDC but escalated at such speed that it became apparent that without intervention from The Trust, the dumped items pile would increase daily.

Wake Ponds

A site meeting is scheduled for Thursday 3rd September with a specialist contractor who may be able to offer a viable solution to the long-running fountain issues at Wake Ponds.

Play Park Annual Inspections

The ROSPA annual inspections of all Trust-managed play parks were completed on 12th and 13th August 2026. Reports are now being reviewed, and any required actions will be scheduled accordingly.

Developer Updates

Alison Homes – Zones 10A & 10B

The agreed pre-adoption maintenance works have not materialised. As a result, previously calculated commuted sums will need to be revised, as additional tree and landscaping replacements are now required—works the Trust had been prepared to undertake under the original commuted sum agreement. A ROSPA water inspection report has also been requested for their attenuation pond.

Tilia Homes – Zone 9

Tilia Homes will provide their update directly, and it will be included within the meeting minutes.

Bellway

Bellway has confirmed that no public open space transfers are planned for the remainder of this year.

Vistry – Zone 2

The Trust continues to press Vistry's solicitors for an update regarding the transfer of public open space at Badger Lane.

Barratt David Wilson (BDW)

Works to level the swales on Haydock Park Drive have now been completed by BDW. A ROSPA water safety report is expected to follow, and fencing on the private driveway boundaries will be reinstated.

Urban Beach '26 – A Huge Success

Urban Beach '26 has been a massive success, bringing families together and helping create new friendships between children and adults alike. Over the three-week period, an estimated 3,000 people visited the Beach. With a mix of entertainers, bouncy castles, and quieter days on the sand, there truly has been something for everyone.

We are now actively seeking feedback on this year's event so we can continue to improve and make the Urban Beach event even better in the future.

Budget Variance

Elsea Park Community Trust For the month ended 31 July 2026

	ACTUAL JULY 26	BUDGET JULY 26	VARIANCE	VARIANCE %
Income				
Trust Income				
Administration Fees	2,250.00	1,800.00	450.00 ↑	25.00% ↑
Yearly payments	37,751.18	37,369.00	382.18 ↑	1.02% ↑
Total Trust Income	40,001.18	39,169.00	832.18	2.12%
Centre Income				
Weekday Booking	2,856.65	2,400.00	456.65 ↑	19.03% ↑
Weekend Booking	1,084.35	500.00	584.35 ↑	116.87% ↑
Total Centre Income	3,941.00	2,900.00	1,041.00	35.90%
Total Income	43,942.18	42,069.00	1,873.18	4.45%
Other Income				
Late payment fees/ Failed DD Fees / Court fees	-	10.00	(10.00) ↓	-100.00% ↓
Lease/Rent	3,400.00	3,400.00	- —	- —
Miscellaneous Income	170.00	12.00	158.00 ↑	1,316.67% ↑
Recharges	(458.01)	-	(458.01) ↓	- —
Savings/investment interest	10.86	10.00	0.86 ↑	8.60% ↑
Total Other Income	3,122.85	3,432.00	(309.15)	-9.01%
Direct Costs				
Diesel	401.17	547.00	(145.83) ↓	-26.66% ↓
Hired services/waste collection	2,236.58	4,691.00	(2,454.42) ↓	-52.32% ↓
Maintenance expenses	423.21	444.00	(20.79) ↓	-4.68% ↓
Miscellaneous Costs	-	833.00	(833.00) ↓	-100.00% ↓
Plants and Trees	-	870.00	(870.00) ↓	-100.00% ↓
Purchases other	5,028.09	666.00	4,362.09 ↑	654.97% ↑
Wages expenses	-	11,293.00	(11,293.00) ↓	-100.00% ↓
Total Direct Costs	8,089.05	19,344.00	(11,254.95)	-58.18%
Gross Profit	35,853.13	22,725.00	13,128.13	57.77%

	ACTUAL JULY 26	BUDGET JULY 26	VARIANCE	VARIANCE %
Indirect Costs				
(IE) Bank and Legal Fees	204.34	1,678.00	(1,473.66) ↓	-87.82% ↓
(IE) Donations	-	76.00	(76.00) ↓	-100.00% ↓
(IE) Hired services/waste collection	728.93	3,497.00	(2,768.07) ↓	-79.16% ↓
(IE) HR Expenses	842.81	1,602.00	(759.19) ↓	-47.39% ↓
(IE) Miscellaneous expenses	-	222.00	(222.00) ↓	-100.00% ↓
(IE) Overheads	7,543.95	3,335.00	4,208.95 ↑	126.21% ↑
(IE) Postage	200.79	255.00	(54.21) ↓	-21.26% ↓
(IE) Purchases other	146.76	445.00	(298.24) ↓	-67.02% ↓
(IE) Service expenses	1,481.59	1,602.00	(120.41) ↓	-7.52% ↓
(IE) Software Subscriptions	298.56	307.00	(8.44) ↓	-2.75% ↓
(IE) Wages Expenses	20,672.87	11,839.00	8,833.87 ↑	74.62% ↑
(IE) Write off / UNKBANK	18.62	-	18.62 ↑	- —
Total Indirect Costs	32,139.22	24,858.00	7,281.22	29.29%
Net Profit	6,836.76	1,299.00	5,537.76	426.31%