

SEAVINGTON COMMUNITY LAND TRUST LIMITED

Minutes of 11th Board Meeting held at Opus One

Monday 16th July 2018

ATTENDANCE AND APOLOGIES

Present

Nick Loxton (NL) Chair

Moira Ensor (ME)

Pauline Parsons (PP)

Karen Ogden (KO)

Peter Ash (PA)

Elaine Edwards (EE)

Mark Ellis (MAE)

Apologies

Ken Dewsbury (KD)

0136/18 Welcome and Apologies

Welcome to Mark Ellis who has joined the CLT Board Of Directors. NL confirmed that, as a co-opted Board member, Mark will need to stand down at the next AGM, in addition to the requirement for 3 Board members to stand down, but all can apply for re-election should they wish to.

APPROVAL OF MINUTES - LAST MEETING 18/6/2018

0137/18 Minutes agreed by Board.

ITEMS CARRIED FORWARD FROM 18/6/2018

FURTHER DISCUSSIONS WITH DEVELOPER, SOLICITORS AND PROGRESS WITH BUILD

Draft Agency Agreement

0138/18 ME has not referred to Solicitors as there is considered sufficient knowledge and
(0122/18) experience to review within the CLT Board to be able to do this. MAE has been handed a
(0121/18) copy and will advise ME if he has any comments.

0139/18 **ACTION ME:** Liaise with David Atkins (Stonenleigh Lettings) to advise any amends we may
wish and obtain a final copy for signing by two Directors. ME will also ask for further
information re: next steps for Tenant Applications, Vettings, References and Tenancy
Agreements and also timescales for these.

0140/18
(0112/18)

Fit Of Properties

Agreement with builder to provide and fit LVT flooring for ground floor and coconut matting for entrances. ME/PA will arrange to visit Acorn's offices to view this. CLT will provide carpeting for the stairs and bedrooms and vinyl flooring for the bathroom. (ME)

Builders will fit tiling (one tile high) and a stainless steel splashback behind the hob in the kitchen. They will also fit door stops. CLT will fit batons for curtain rails. (PA)

Telephone and aerial points are fitted in every room. CLT will not be providing TV aerials but will look to see if connection of telephone points will/can be completed by builders.

0141/18

ACTION ME: establish with builder whether telephone connection is or could be arranged.

0142/18
(0124/18)

LIABILITY INSURANCE FOR DIRECTORS

Agreed we will progress the higher cover of £1 million. This is not required at present.

C/FWD Next meeting

0143/18
(0110/18)

FINANCIAL

Finances/Expenses/Grants/Loans

0144/18
(0126/18)

Loan agreement has now been signed between The Seavingtons' News and the CLT for the sum of £4k which has now been drawdown

0145/18
(0127/18)

Agreement has now been reached with St Michaels Church Trust for a loan of £5K on similar terms. Documentation is currently being drawn up for this.

ACTION:C/Fwd

These loans together with the donation of £1K from Acorn gives the CLT the £10K which we have estimated we will require to cover costs to get the properties to the stage we can have tenants installed.

0146/18
(0128/18)

Annual Accounts

The version presented to and agreed at the last meeting (18/6/2018) have been amended to include the accrual of Legal Fees following advice taken from the Auditor. Further version presented to The Board which have been agreed and signed off by NL/KO/ME

0147/18

GDPR Act 2018 (General Data Protection Regulation)

New GDPR Act 2018 which is an EU regulation came into force 25th May 2018.

PP has circulated some documentation for Parish Council which is being reviewed as it is likely can be amended for CLT use.

0129/18 **ACTION C/FWD NL:** to discuss further with Tony Beresford

0148/18
(0130/18) Eugene Mulligan has confirmed that there are no specific protections on the CLT e-mail account or attachments. 'Protection' is on the individual device used to access these e-mails and should be a minimum of password access to the device and a suitable Anti Virus package installed

ACTION ALL: Please note

it is also good practise to change the password access to the CLT e-mail account on a periodic basis and the Board confirmed we will do this

0149/18 **ACTION KO:** to liaise with Eugene to do this and advise The Board members.

0150/18 Agreement is required from all Board members to receive communications on a group basis. A pro forma has been e-mailed to all (with final minutes from last meeting)

ACTION ALL: Please complete and bring with you to the next meeting.

There is currently no electronic communications with Shareholders. CLT responsibilities in respect of Data Protection requirements will be covered by the documents referred to in ACTION 0129/18 as will any data held relating to tenants

0132/18 **CO-OPTING OF A FURTHER DIRECTOR**

ACTION Completed

AOB

0151/18 **Tenants**

We still have 4 prospective tenants. A 5th has not replied to the e-mail requesting confirmation of interest.

There was some discussion during the meeting about whether we wanted to extend the invitation to register an interest to the surrounding villages. At this stage we agreed we would not progress this. Should we decide to go down this route in the future, it was suggested that the best approach would be for the Parish Councils to request their equivalent local Parish Councils publicise this in their areas. For the record, the parishes have been confirmed as: Lopen, Kingstone, Whitelackington, Watergore, Shepton Beauchamp and Dinnington

0152/18 **ACTION:** C/Fwd to next meeting

- (0153/18) **NL** to prepare further article for The Seavingtons' News requesting any interested, eligible tenants register their interest.
- 0154/18 **ACTION PA:** approach Acorn (Steve Loveday) to see if we can agree a date for viewings
- 0155/18 **ACTION KO:** TO e-mail prospective tenants to provide an update as to the current position and next steps.

EXCHANGE/COMPLETION

Minimum of any 2 Directors can sign for both exchange and completion. Date awaited

Meeting concluded at 16.30

NEXT MEETING Tuesday 14th August at 2pm at Jays (PA residence) - Meeting cancelled