

SEAVINGTON COMMUNITY LAND TRUST LIMITED

Minutes of 12th Board Meeting at 14.30 held at Court Farm

Wednesday 19th September 2018

ATTENDANCE AND APOLOGIES

Present

Nick Loxton (NL) Chair
Moira Ensor (ME)
Pauline Parsons (PP) left at 15.30
Karen Ogden (KO)
Peter Ash (PA)
Elaine Edwards (EE)
Mark Ellis (MAE)
Ken Dewsbury (KD)

Apologies

None

0156/18 Welcome

APPROVAL OF MINUTES - LAST MEETING 19/7/2018

0157/18 Minutes agreed by Board.

ITEMS CARRIED FORWARD FROM 19/7/2018

SUMMER REPORT - DISCUSSIONS WITH DEVELOPER, SOLICITORS ETC

Update on Build

0158/18 Resolution for surface water distribution has been agreed with Planners. Building Regulation Approval still awaited (Clause 6).

Discharge of Geological Survey (Clause 9) is still awaited.

Both of the above need to be completed before exchange of contracts. Exchange is not anticipated until mid to late November at the earliest.

0159/18 **ACTION: ME** Liaise with Acorn to arrange viewing date for potential applicants

0160/18 **ACTION: KO** Advise/arrange viewings with applicants and provide update

Draft Agency Agreement

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

0161/18
(0139/18) **ACTION ME:** Liaise with David Atkins (Stoneleigh 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.

Update: David Atkins has advised that reference will take a few days to obtain. NL has confirmed CLT agreement to engage Stoneleigh properties. Agreement to be signed.
C/Fwd

0162/18
(0140/18) **Fit Of Properties**

Flooring agreed by Board for carpeting for the stairs and bedrooms and vinyl flooring for the bathroom and downstairs cloakroom. Tiverton and Taunton Flooring Ltd (Acorn's Fitters) provided the most competitive quote and the Board agreed to employ them for supply/fitting.

Builders (Acorn) have agreed to fit batons for curtain rails.

(0141/18) Telephone connection will not be provided by Builders and this will be the responsibility of the tenants if required

0163/18
(0142/18) **LIABILITY INSURANCE FOR DIRECTORS**

Agreed we will now progress the higher cover of £1 million.

ACTION: ME to progress this

FINANCIAL

Finances/Expenses/Grants/Loans

0164/18 Loan of £5K now agreed with St Michaels Church Trust. Loan agreement has been signed and loan drawdown.

First repayments on the above and previous loan of £4K from The Seavingtons' News are not due until 3rd month of letting properties. This will be repaid at a rate of £75 pm per property per loan. Total £450 pm (£225 to each lender)

The donation of £1K from Acorn towards Legal Fees will be received once those are payable.

0165/18 **AR30 (FCA Return)**

This is now due for submission to the FCA.

ACTION:ME to arrange

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.

0166/18 **ACTION C/FWD NL:** to discuss further with Tony Beresford

(0149/18) Password to the CLT e-mail account has been changed and circulated to members

(0150/18) Agreement received from 6 Board members to receive communications on a group basis. PP and MAE to follow.

0167/18 **Visit of acting CEO/MD of National CLT Organisation**

ME facilitated a visit from Tom Chance from the above organisation. His view was that the Seavingtons's CLT had progressed the development very well to date. He offered services of the National/Regional CLT for which membership and a fee payable is required. It was agreed at the moment that we do not require any services, so for the time being have opted not to join.

0168/18 **Tenants**

We have 5 people who have registered and interest in renting the properties. We are awaiting detail from a further person. All 6 will be invited to individual viewings when a date is arranged (see 0160/18 above).

Once these individuals have confirmed that they wish to progress, we will prioritise and progress to application stage.

0169/18 **ACTION:** C/Fwd to next meeting

It was agreed we will not be requesting applications from neighbouring parishes at this stage

An article has been provided for the next edition of The Seavingtons' News by ME

AOB

KD requested confirmation of rents to be charged. ME provided some up to date figures of similar rentals in the area. It was agreed that the previous indication of £480 and £500 (for the property with the garage) still fit the criteria.

Meeting concluded at 16.20

NEXT MEETING TBA