

# SEAVINGTON COMMUNITY LAND TRUST LIMITED

Minutes of 13th Board Meeting at 14.30 held at Court Farm

Monday 15th October 2018

## **ATTENDANCE AND APOLOGIES**

### **Present**

Nick Loxton (NL) Chair  
Moirra Ensor (ME)  
Pauline Parsons (PP)  
Karen Ogden (KO)  
Mark Ellis (MAE)  
Ken Dewsbury (KD)

### **Apologies**

Peter Ash (PA)  
Elaine Edwards (EE)

0170/18 Welcome

## **APPROVAL OF MINUTES - LAST MEETING 19/9/2018**

0171/18 Minor amends made and agreed by Board.

## **ITEMS CARRIED FORWARD FROM 19/9/2018**

## **DICUSSIONS WITH DEVELOPER,SOLICITORS ETC**

### **Tenants**

0172/18 5 prospective tenants have visited the property. Application Forms have been issued to 3  
(0159/18) of these. 1 has been returned, 1 is pending as the applicants are in the process of obtaining  
(0160/18) further information and 1 has been chased.

Details of a further potential applicant have been forwarded by David Atkin (Stoneleigh Lettings)

0173/18 **ACTION: ME** Liaise with applicant direct

0174/18 ACTION: Results of prospective tenant applications C/Fwd to next meeting

### **Draft Agency Agreement**

0175/18 CLT agreement with Stoneleigh Lettings has now been signed by NL and ME  
(0139/18)

## **Update on Build**

(0158/18) NL advised that the Resolution for surface water drainage is now in the hands of the solicitors for both Acorn and Dillington Estates and is still to be agreed (Clause 6).

Results of Geological Survey (Clause 9) still awaited

0176/18 **ACTION:** both the above C/Fwd

Some (6 or 7) of the other properties, we believe, have now been sold by the Developer. These cannot proceed to exchange of Contract until the above have been completed.

ME is awaiting a response from the CLT Solicitors to an e-mail requesting an update and possible date for CLT to exchange contracts. The CLT Board will be updated when a response is received

0177/18 **ACTION:** ME

## **INSURANCE**

Insurance Brokers HDW Insurance Ltd (Harper Dolman & West), Ilminster have been used for both below

### **Liability Insurance For Directors**

0178/18 A new quote is now required for £1million cover as the original is now out of date  
(0163/18)

**ACTION:** C/Fwd

### **Buildings**

HDW have provided an initial Buildings insurance quote to cover all 3 CLT properties of £575 in total

This covers rebuild costs of £250K per property and includes Accidental damage. Further detail is required to ensure this policy meets our needs and whether a rent guarantee is included.

0179/18 **ACTION:** ME to progress

## **FINANCIAL**

### **Finances/Expenses/Grants/Loans**

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

Posted to FCA 11/10/2018

Agreed that this heading will read 'Financial' on the next Agenda. Also agreed that a brief financial update (Balance of Account, Summary of Expenses/Income) be provided at future meetings

0180/18 **ACTION:** ME

(0166/18) **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.

0180/18 **ACTION C/FWD NL:** to discuss further with Tony Beresford

(0150/18) Agreement received from all Board members to receive communications on a group basis.

#### **AOB**

0181/18 **On-Line Banking**

The Board discussed this. Consensus was that it was not required at present but we would review in 6 months

0182/18 MAE asked if the mechanism for agreeing grants applications had been agreed. It had been previously suggested during the period when the CLT was being established that one person on The Board assessed these and be responsible for sifting and presenting to The Board. MAE suggested that this should be the responsibility of a small sub committee, rather than one person and this was agreed a more suitable process.

MAE also asked what the criteria was for granting applications. This is covered in the FCA Guidelines for the CLT constitution. This quite a lengthy section in the document and needs to be fully understood by all, including potential applicants.

As dispersal of funds is not imminent, it was agreed that we will carry forward further discussions on both of these

**ACTION:** C/Fwd

0183/18 It was noted during the above discussions, that the last update to Andrew Whitehouse was November 2017 and The Board agreed that we would like to provide Andrew with an up to date summary of where we are now.

**ACTION:**C/Fwd

Meeting concluded at 17.05

**NEXT MEETINGS**

**INTERIM BOARD MEETING (if required):**

**Monday 12th November at 2pm. Venue TBA.**

**REGULAR BOARD MEETING:**

**Monday 26th November 2018 at 2pm at Buckrells**