

SEAVINGTON COMMUNITY LAND TRUST LIMITED

Minutes of 15th Board Meeting at 14.00 held at Court Farm

Wednesday 5th December 2018

ATTENDANCE AND APOLOGIES

Present

Nick Loxton (NL) Chair

Moira Ensor (ME)

Pauline Parsons (PP) Left meeting at 15.15

Karen Ogden (KO)

Ken Dewsbury (KD)

Peter Ash (PA)

Elaine Edwards (EE) Left meeting at 15.15

Mark Ellis (MAE)

Apologies - None

0194/18 Welcome

APPROVAL OF MINUTES - LAST MEETING 12/11/2018

0195/18 Agreed by Board.

ITEMS CARRIED FORWARD FROM 12/11/2018

DICUSSIONS WITH DEVELOPER,SOLICITORS ETC

Update on Build

0196/18 Result of Geological Survey received. **ACTION Completed**
(0186/18)

0197/18 Contracts signed by NL/ME with Sarah Warren (Stokes). **ACTION Completed**
(0189/18)

Progress with Build

0198/18 There are some minor actions required, as follows:

- Flooring at no. 8 is due to be completed 16th Dec
- Boiler leak identified at nos. 4 & 8 to be fixed by 10th Dec
- Maintenance (identified on initial snagging list) to be completed by 7th Dec. CLT representative to be present
- David Atkin (Stoneleigh Lettings) completing inventory 5th Dec
- Tarmac & paving is still to be completed, but this is expected to take some months

EXCHANGE/COMPLETION

0199/18 CLT completed the exchange of our 3 properties on Friday 30th November. The solicitors bill has been paid. Total £3373.17 less the 1K contribution from Acorn

TENANT APPLICATIONS

0200/18 The 3 eligible applicants, that were referred to in the last minutes who satisfied all criteria will now formally be offered a tenancy of one of the properties.

There were several applicants who did not wish to progress their initial Register Of Interest Unsuccessful applicants will be advised by e-mail 5/12/2018.

0201/18 **ACTION:NL**

All three expressed a preference for no. 8 which has the garage. Lots were drawn at the meeting to allocate property to tenant.

David Atkin will be advised after the meeting and will e-mail the formal offer 5th December. This will be followed up by a contract in the post, sent 6th December for signature and return. The deposit of £750 will be payable at that stage

Date of occupation will be agreed between the individual tenant and David Atkin and the properties will be available from 17th December.

0202/18 Update to be submitted to The Seavingtons' News.

0203/18 **ACTION ALL:** Please send NL any suggestions for content by 10th December

0204/18 **ACTION NL:** Copy to The Seavingtons' News by 14th December

0205/18 NL to advise Andrew Whitehouse of the Completion for the properties and details of the selected tenants. A suggestion that AW may wish to 'formally' hand over the keys at some stage in the future, and perhaps this could be combined with the unveiling of the plaque. It would be good if this could also be publicised; Wessex CLT, Local Paper were suggested.

0206/18 **ACTION NL:** Advise AW as above

0207/18 **ACTION:** Key handover etc to be discussed further at next meeting

0208/18 **INSURANCE**

(0190/18)

Buildings

Cover was put in place wef 30th November 2018 (Completion date). ME has managed to obtain a £75 reduction on the original quote, due to duplicate rent guarantee. Premium paid £500 for the 3 properties for 1 year.

0209/18 **FINANCIAL**

Balance of Account as at 5/12/2018 £6284.77

This includes the 2 loans totalling £9K for which repayments will start 3 months after receipt of the first rental income.

Expenditure to date:

Stokes Solicitors	£250.00
Harper Dolman Insurance - Directors Liability	£286.67
FCA Fee	£67.00
Harper Dolman Insurance - Buildings Insurance	£500.00
Stokes Solicitors	£2123.57
Total	£3226.84

A copy of the full Financial Summary has been provided with these minutes for The Board

Bills agreed to pay

Tivertons Carpets	£2070.00
Curtain Poles/Door Mats (see 0210/18 below) and Contingency	£600.00
Petty Cash (see 0211/18 below)	£100.00

0210/18 **Curtain Poles/ Door Mats**

The committee has agreed to supply and fit curtain poles to the batons in all houses, except for the kitchens which will have blinds supplied and fitted. Internal door mats will also be supplied for front and rear doors for all 3 properties. The Board has agreed to an estimated £600 spend for these items

ACTION NL/PA:To arrange purchasing/fitting

0211/18 **Petty Cash**

There is currently a balance of £0.59p in Petty Cash. ME requested a float of £100 to be used to pay small incidentals, such as postage costs. A record of expenditure is to be maintained in a bespoke 'Petty Cash' book. The Board has agreed to this.

(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.

0212/18 **ACTION C/FWD NL:** to discuss further with Tony Beresford

AOB

None

Meeting concluded at 15.30

NEXT MEETINGS

Thursday 3rd January 2019 at 2pm at Buckrells