

SEAVINGTON COMMUNITY LAND TRUST LIMITED

Minutes of 18th Board Meeting at 14.00 held at Opus 1

Monday 11th March 2019

ATTENDANCE AND APOLOGIES

Present

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

Apologies

None

0240/19 Welcome

APPROVAL OF MINUTES - LAST MEETING 12/2/2019

0225/19 Minor amends made, Agreed by Board.

ITEMS CARRIED FORWARD FROM 12/2/2019

DISCUSSIONS WITH DEVELOPER, SOLICITORS ETC

Snagging

(0226/19) A few small snagging issues still remain outstanding. These will be chased with Stoneleigh Lettings.

0241/19 **ACTION:C/Fwd**

(0227/19) Remedial work is still continuing on no. 4 following the water leak in no. 2.

0242/19 **ACTION:C/Fwd**

(0228/19) Meter readings taken on handover of properties from Acorn to CLT and again on takeover from CLT to tenants. Agreement to be reached between Acorn and CLT as to the division of these costs.

0242/19 **ACTION: C/Fwd**

TENANT APPLICATIONS / OCCUPATION OF PROPERTIES

(0229/19) A date is still to be agreed for the ' Key handover' of the properties with Andrew Whitehouse.
Any publicity opportunities will be arranged once a date is known. (Wessex CLT, Local Paper were suggested).

0243/19 **ACTION:** NL to e-mail AW re: date

0244/19 **FINANCIAL**

Balance at Bank (31/1/2019)	£5433.81
Expenditure 31/1/2019 to 28/2/2019	£ 0.00
Income 31/1/2019 to 28/2/2019 (Rent)	£1314.50
Balance at Bank 28/2/2019	£6748.31

Loans o/s £9000

(0231/19) **GDPR Act 2018 (General Data Protection Regulation)**

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

The CLT policy has been drafted by MAE and a copy provided to Board members prior to the meeting. Subject to 2 very minor amends, the document was agreed by The Board. An amended copy will be circulated to The Board for final ratification. A copy will then be placed in the CLT file at our Registered Office and on the CLT website.

0245/19 **ACTION KO:** Amend document and re-circulate to The Board for final approval

0246/19 **ACTION KO:** Arrange for copies of final document to be placed in the Registered Office and CLT website

AGM

(0223/19) The meeting date will need to be changed. Proposed new date Thursday 23rd April at 7pm. Date and venue need to be confirmed. The venue is proposed to be in the Community Cafe if the Millenium Hall is not available.

0247/19 **ACTION KO:** Arrange revised date and cancel Hall booking for 20th May 2019

AGM Agenda and Communications discussed. Draft Agenda and Letter to be put together and circulated to The Board prior to the next meeting so the final versions can be agreed.

0248/19 **ACTION NL:** Draft documents to be prepared and circulated

(0236/19) **e-mail Permissions**

Action completed. KO circulated a draft communication prior to the meeting incorporating amendments suggested by MAE. The content was agreed in principle by The Board and a final version will be prepared and circulated prior to the next meeting. The final version will be included in the AGM documentation.

0249/19 **ACTION KO:** send out further draft to The Board for agreement.

(0233/19) **CLT Rules**

A copy of the CLT Rules is now held in our Registered Office and a copy available on The Seavingtons' website.

0250/19 **SEAVINGTONS' NEWS ARTICLE**

ME provided a draft of an article to be submitted to the next edition of The News. This will incorporate the date of the AGM and a summary of The CLT responsibilities, and FCA Rules. Content discussed and agreed by The Board.

AOB

0251/19 PP suggested that it may now be opportunistic to review the future structure of Board Meetings could be reviewed, now the properties are now owned and occupied. This was agreed, and further discussions will take place after the AGM.

ACTION:C/Fwd

Meeting concluded at 16.22

NEXT MEETING

Monday 15th April 2019 at 2pm at Buckrells