

SEAVINGTON COMMUNITY LAND TRUST LIMITED

Minutes of 22nd Board Meeting at 14.00 held at The Jays

Thursday 21st November 2019

ATTENDANCE AND APOLOGIES

Present

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

Apologies

None

0297/19 Welcome

APPROVAL OF MINUTES - LAST MEETING 19/9/2019

0298/19 Minutes 19/9//19, subject to 1 minor amend and inclusion of Statement of Balance as at 1/9/2019 and o/s Loan balance (to be provided by The Treasurer) agreed by Board.

(0288/19) **TENANCY**

ACTION NL: To advise Stoneleigh Lettings to offer the tenancy and advise the unsuccessful applicants accordingly. **COMPLETED**

(0290/19) Following discussion at the last meeting to undertake a review of how we acquire new tenants, MAE circulated a document titled ' HOUSING ALLOCATION GUIDELINES' for review by The Board. It was agreed by all that this could be used as a framework by The Board to cover future lettings. MAE will add a privacy note to this effect in order to restrict access to Board members only. This will then be circulated to The Board and filed in the CLT e-mail account

The scope of scope of advertising and review of documentation including the advert and ROI form will be undertaken at a future date.

0299/19 **ACTION MAE:** To amend document

ACTION KO: Circulate and file as detailed above

ACTION NL; A copy to be filed with signed copy of the minutes of this meeting

FINANCIAL

(0296/19) **Accounts**

A bound copy of the final Account for the year ending 31/3/2019 has now been received from Griffin. They will be entered on to the FCA website in due course, at which stage a link will be available to enable access via the CLT website and a hard copy can be printed for filing the Registered Office.

0300/19 There was discussion at the meeting to agree how, going forward we would record financial details on the minutes. It was agreed the Treasurer would provide statements since the last meeting, so The Board could review and agree them which will enable Board agreement to be noted on the minutes. The last available balance as at the first of the preceding month, any o/s loan balance and any exceptions (income or expenditure) can also be recorded, as required.

Balance at Nat West as at 31/10/2019 £8946.66 Credit

Loan balance as at 1/11/2019 £2800. This includes 2 ad hoc payments (£1300) to each lenders made 1/9/2019

Full repayment of both loans are anticipated March 2020.

DISCUSSIONS WITH DEVELOPER

Snagging

(0291/19) The underfloor heating has been resolved at no. 8. However, there is now a problem with
(0292/19) the underfloor heating at no.6. This was fixed, but stopped working the next day, so needs further attention by the Developer

The external mastic still needs completing.

The quarterly Lettings Agent inspection has now been received. This has confirmed the known problem with the handles shearing off the patio doors in all properties, water leaks around the shower stall leading to problems with the bath panels, meter cupboard doors falling off. All of these issues will be reported back to Acorn for repair.

The tenants have also complained about the fact that rough ground in front of the properties has not been completed and there is also a problem of cars using it as parking. The making good of the rough ground is the responsibility of the Developer. Parking is not permitted as this ground is not a lay-by, but a footway. This has already been reported to the Community Policing team for action.

0301/19 **ACTION PA** ; Liaise with developer re: above

(0294/19) **DECORATION OF PROPERTIES**

ACTION COMPLETED -NL has advised Stoneleigh Lettings all requests for redecoration to be forwarded to themselves in the first instance and on to The Board for consideration

0302/19 **CLT GRANTS COMMITTEE**

The Grants sub committee, PP, PA, KD, headed by MAE met on 4th November. They have drawn up documents covering, the Grant Application Process, Mechanism for Agreement and a specimen letter for advising the Board decisions to Applicants. Guidelines summarising the CLT Requirements were also documented. These documents were agreed by The Board and will be filed in the CLT e-mail account, together with a copy of the minutes from the meeting.

The sub-committee also suggested that they be joined by 3 Shareholders to review applications. This again was agreed by The Board

AOB

MAE suggested in view of the above, the date of the AGM would be brought forward to February 2020 to enable election of the 3 Shareholders to complete the Grant Committee to in good time for when monies will start to become available next year. Agreed

0303/19 **ACTION KO:** Investigate Hall availability

PA asked for confirmation that tenants were aware of the correct point Of Contact for emergencies and queries, namely Stoneleigh Lettings.

0304/19 **ACTION NL:** check with DA to ensure tenants have this information

0305/19 **KO** mentioned that as meetings were no longer monthly, there were instances where decisions, agreements etc., were taking place between meetings and therefore 'missing' the minutes. It was agreed, that where appropriate these would be documented as 'Completed' on the next available meeting minutes.

0306/19 **KO** mentioned it had previously been agreed that all communications, e-mails etc., should be forwarded and/or copied into the CLT e-mail account which serves as The CLT Board's document repository. Stoneleigh Lettings e-mails/reports/documentation are already being received, but it is important that all contacts (eg Griffin Accountants) are also advised.

0307/19 **NL** advised he had received an e-mail from the SPFA requesting that a representative from the CLT Board join the SPFA as a Trustee. There was a discussion around this and the majority decision was this was not appropriate (ie conflict of interest re Grants was mentioned).

ACTION NL: Advise the SPFA of the above

PP & MAE had to leave the meeting at this point.

KO mentioned that she was a member of the Shop Committee and had been asked to provide updates to the Shop Committee along the same principles as the Parish Council representative at that meeting. This will not be information other than is documented in the CLT minutes which are in the public domain. Agreed by NL.

Meeting concluded at 16.30

NEXT MEETING - TBA once AGM date has been agreed, but January is likely.

DRAFT