

SEAVINGTON COMMUNITY LAND TRUST LIMITED

Minutes of 10th Board Meeting held at Buckrells

Monday 18th June 2018

ATTENDANCE AND APOLOGIES

Present

Nick Loxton (NL) Chair
Moirá Ensor (ME)
Pauline Parsons (PP)
Karen Ogden (KO)
Ken Dewsbury (KD)

Apologies

Peter Ash (PA)
Elaine Edwards (EE)

0116/18 Welcome and Apologies

APPROVAL OF MINUTES - LAST MEETING 1/5/2018

0117/18 Minutes agreed by Board following 3 small amends agreed at meeting.

ITEMS CARRIED FORWARD FROM 1/5/2018

Further discussions with Developer, Solicitors

- 0118/18
(0107/18) **Storm Water and Sewage**
There have been further discussions between Developer (Mark Thomas of Acorn) and NL re surface water run off. It would appear from subsequent discussions that the problem is now being resolved.
- 0119/18
(0103/18) Searches already undertaken but will still be valid
ACTION COMPLETED
- 0120/18
(0104/18) Draft Agency Agreement distributed to all. ME suggested that we request our solicitor to review
- 0121/18 **ACTION: ME** to arrange review by CLT solicitor
- 0122/18 **ACTION :** Review by CLT C/Fwd to next meeting

0123/18 **PROGRESS WITH BUILD**

Scaffolding is now removed on CLT houses. Internal finishing continuing. No completion date is available yet. CLT committee have been invited to visit one of the completed houses on 26th June at 10am

0124/18 **LIABILITY INSURANCE FOR DIRECTORS**
(0108/18)

Agreed we will progress the higher cover of £1 million. This is not required at present.

C/FWD Next meeting

0125/18 **FINANCIAL**
(0110/18)

Finances/Expenses/Grants/Loans

Costs are estimated to be in the region of £10K to enable the fitting out of all 3 properties prior to rental. Funds will also be required to cover Legal and Letting costs. Mark Thomas (Acorn) has already agreed to donate £1k and there is a small balance of circa £500 in the Bank Account and this will be used to cover the Legal and Letting costs.

Seavingtons' News have already agreed a £1500 loan. They have also agreed a further loan of £2500 will be made available to assist with the fitting out of the properties. NL/ME have a meeting arranged with The Seavingtons' News 2nd July to discuss detail.

0126/18 **ACTION: C/fwd**

This leaves a shortfall of circa £6K.

St Michaels Church Trust have given a favourable response to assist with a loan. Terms to be agreed.

0127/18 **ACTION:C/Fwd**

Fit of Properties

(0111/18) NL to approach DA to establish fit of properties.
(0112/18)

Visit to properties scheduled 26th June will confirm (see 0123/18 above)

0128/18 **Annual Accounts**

ME presented the CLT Accounts to the meeting for agreement. Agreed by the Committee and signed off by NL/KO/ME

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.

0129/18 **ACTION NL:** to discuss further with Tony Beresford
(0130/18) **ACTION KO:** to confirm what protection is available on CLT e-mail and whether it covers attachments to e-mails

0131/18 **CO-OPTING OF A FURTHER DIRECTOR**

Board will write to Mark Ellis to formally ask if he would like to join the CLT Board.

0132/18 **ACTION NL:** To contact Mark

AOB

0133/18 **Tenants**
(0114/18)

3 of the 4 prospective tenants have confirmed they are still interested in applying to rent the properties. We hope to be able to send an update to all 3, following our visit to the properties 26th June.

(0115/18) **NL** prepared an article for The Seavingtons' News providing an update on current progress and inviting further applications. To date, none have been received, so a further article is to be prepared for the next edition. A decision is still to be taken on when/if we advertise outside the Seavington's areas.

0134/18 **ACTION NL:** Prepare a further notice for Seavingtons' News

0135/18 PP asked if CLT would charge fees for tenants for the vetting work undertaken by the Letting Agents, particularly as this standard practice in the industry. After some discussion, it was agreed that the CLT would want to cover our costs in this respect so yes we will - figures to be agreed when we have confirmation of charges from the Letting Agent.

Meeting concluded at 16.30

NEXT MEETING Monday 16th July at 2pm at Opus 1 (PP residence)