

SEAVINGTON COMMUNITY LAND TRUST LIMITED

Minutes of 19th Board Meeting at 14.00 held at Buckrells

Monday 15th April 2019

ATTENDANCE AND APOLOGIES

Present

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

Apologies

Mark Ellis (MAE)

0252/19 Welcome

APPROVAL OF MINUTES - LAST MEETING 11/3/2019

0253/19 Agreed by Board.

ITEMS CARRIED FORWARD FROM 11/3/2019

DISCUSSIONS WITH DEVELOPER, SOLICITORS ETC

Snagging

(0241/19) Some snagging issues still remain outstanding, specifically external mastic work. The tarmac on the access road is still to be completed. There was a discussion as to where the demarcation line between the Developer and Highways stands in terms of responsibility for this. This will be clarified by the Parish Council

0254/19 **ACTION:C/Fwd for update on both**

(0242/19) The leak at no.4 is now resolved and the property dried out. The immediate damage and leak have been repaired.

There has also been a water leak at no.8 due to poor sealant application in the bathroom. This has caused damage and leaks downstairs to the kitchen. The sealant has been replaced and the property has dried out

A further period of 6 months will be allowed as a result of both of the above to allow for any further water damage to either property to manifest, at which time, any repairs required will be undertaken by the Developer.

It was also suggested that the bath sealant in nos. 4 & 6 be checked to ensure a similar problem will not occur

0255/19 **ACTION:C/Fwd to ensure any future remedial work is undertaken**

0256/19 **ACTION: NL to contact Stoneleigh Lettings to arrange the checks**

CLT has agreed to make small ex gratia payments to the tenants at nos. 4 & 8 for the inconvenience. Proposed by ME, seconded by NL and agreed by the remainder of The Board.

0257/19 **ACTION: NL to contact both tenants**

(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.

Additionally, there will now be extra electricity costs incurred by the tenant of no. 4 as a result of the de-humidifier and heating costs incurred as a result of drying out.

0258/19 **ACTION: ME to clarify with Stoneleigh Lettings who paid for the electricity in the intervening period and also for the Developer to cover any costs incurred by no.4 as a result of the leak**

TENANT APPLICATIONS / OCCUPATION OF PROPERTIES

(0243/19) 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).

0259/19 **ACTION: NL to contact AW re: date**

0260/19 FINANCIAL

Balance at Bank (28/2/2019) £6748.31
Expenditure 28/2/2019 to 31/3/2019 £ 0.00
Income 28/2/2019 to 31/3/2019 (Rent) £1314.50
Balance at Bank 31/3/2019 £8062.81

Loans o/s £9000

ME is working on the draft accounts for 2018/2019. To be reviewed by Tony Beresford after 10th May so a draft version is available for the AGM

(0245/19) **GDPR Act 2018 (General Data Protection Regulation)**

(0246/19) The CLT policy has been agreed by The Board. Copies of the Final document have been placed in the Registered Office and on the CLT website

(0251/19) **FUTURE CLT BOARD MEETINGS**

The Board agreed that we will have one further meeting after the AGM (date tba) and will then move to quarterly meetings, ideally to coincide with Stoneleigh Lettings quarterly reports

Further discussions then followed as to how we will take forward a possible sub-committee which will focus on the management of CLT revenue. In preparation for this, ME will have a conversation with National CLT and NL with Wessex CLT to establish what support is available.

0261/19 **ACTION: NL & ME**

AGM

(0247/19) The Millenium Hall has been booked for Thursday 23rd April at 7pm. CLT has subsequently been advised that the Hall may not be available as it may now be needed as a Polling Station for European elections.

The provisional booking for the Community Cafe has already been made and can be used if required.

0262/19 **ACTION KO:** Confirm that the Community Cafe is still available

Notice/article to be provided for The Seavingtons's News for the May edition

0263/19 **ACTION ME:**

(0248/19) Draft AGM Agenda and Communications circulated to The Board prior to the meetings and comments collated for amends

Suggested;

Letter to printed on the reverse of the agenda

Accounts 3 pages to be printed double sided pages 1&2

GDPR e-mail consent letter, 2 pages. 1 page to be printed on the 3rd page of accounts and the actual consent separate (on green paper if available).

Address labels to be printed

KO/PP will collate and deliver by 2nd May to give the required 21 days notice

Further supply of C5 envelopes required

KO/PP will collate and deliver by 2nd May to give the required 21 days notice

0264/19 **ACTION: NL/PP/KO**

As required by the constitution, 3 directors will stand down (EE/PA/KO). If any wish to stand for re-election, they will need to complete a further Nomination Form. As agreed last year, the statement will not need completing, but nomination and seconding will.

0265/19 **ACTION EE/PA/KO:** Nomination Forms will need to be submitted by 9th May(14 days before The AGM)

(0249/19) **e-mail Permissions**

Final letter provided for inclusion with AGM agenda

AOB

None

Meeting concluded at 16.20

NEXT MEETING tba