

SEAVINGTON COMMUNITY LAND TRUST LIMITED

Minutes of 20th Board Meeting at 14.00 held at Court Farm

Monday 3rd June 2019

ATTENDANCE AND APOLOGIES

Present

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

Apologies

None

0266/19 Welcome

0267/19 ELECTION OF OFFICERS

Chairman - Nick Loxton. Proposed by MAE;Seconded by ME. Agreed by remainder of The Board

Secretary - Karen Ogden. Proposed by MAE;Seconded by NL. Agreed by remainder of The Board

Treasurer - Moira Ensor. Proposed by MAE;Seconded by PP. Agreed by remainder of The Board

It was also agreed to appoint a Vice Chair. Peter Ash volunteered for this. Proposed by PP;Seconded by KO. Agreed by remainder of The Board

0268/19 TENANCY

The tenancy of no.6 is now in doubt as one member of the joint tenants wishes to surrender their part of the joint tenancy. It is not known at present whether the remaining tenant wishes to continue. The Board decision is to advise Stoneleigh Lettings, in writing to investigate the position and requirements and advise The Board accordingly.

0269/19 **ACTION: ME** Advise Stoneleigh Lettings, in writing and request their recommendations as to how/what to proceed

APPROVAL OF MINUTES - LAST MEETING 15/4/2019

0270/19 Agreed by Board.

COMMUNICATIONS

0271/19 It was observed that communications between parties are not perhaps as effective and timely as they could be. It had been agreed at previous meetings that e-mail communications that were sent to personal e-mail addresses should either be copied or forwarded to the CLT e-mail address. As Board meetings will now be moving from monthly to quarterly, it was suggested that The Secretary, KO forwards anything that may require attention to The Board. KO agreed to do this, but did point out that she only checks the account on an ad hoc basis, unless something specific is known to be arriving

0272/19 **ACTION: KO**

ITEMS CARRIED FORWARD FROM 15/4/2019

DISCUSSIONS WITH DEVELOPER, SOLICITORS ETC

Snagging

(0254/19) 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

0273/19 **Update 3/6/2019**

The developers are due to complete the 'on-site tarmacing 13th-15th June

PP, on behalf of the Parish Council has contacted Highways to establish where the demarcation line, referred to above lies. No response has yet been received, but the CLT have referred the matter to the Parish Council who will take this forward to resolution.

The quarterly tenancy report (17/5/2019) has now been received from Stoneleigh Lettings. The report was satisfactory but did raise some minor issues as documented below:

(0255/19) Some of the tenants reported that issues documented previously relating to various leaks
(0256/19) are still outstanding

The report also noted that there is still some external mastic that needs completing. It was suggested that PA arrange to visit all houses with Stoneleigh Lettings to confirm and identify all 'snagging' issues that require attention.

0274/19 **ACTION: PA** To liaise with the Developer re: all outstanding issues and to arrange to visit all 3 houses to ensure the above and any other issues identified are logged with the Developer.

(0257/19) 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.

ACTION C/Fwd: NL to contact both tenants

It was agreed at the meeting, that overall, The CLT are satisfied with the Developer re: snagging issues

Gas Safety Certificates

The Letting Agent Report also mentioned that the Gas Safety Certificates for all properties would expire in August. In order to obtain up to date certificates, the boilers would require servicing. The Board agreed that we would pass to Stoneleigh Lettings to arrange.

0275/19 **ACTION:PA** liaise with Stoneleigh Lettings

Carbon Monoxide Detectors

The report has also identified the need for Carbon Monoxide Detectors to be fitted in each property

0276/19 **ACTION:PA** Arrange purchase and installation

(0258/19) 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.

Update 3/6/2019

Acorn have paid the electricity bills. The extra electricity to pay for the humidifier will be covered by the ex gratia payment. ACTION completed

TENANT APPLICATIONS / OCCUPATION OF PROPERTIES

(0259/19) A date for the key handover is still to be arranged, but in view of the events covered above (0268/19), The Board agreed to wait until the plaque promised by Acorn is available and then arrange a formal 'unveiling'

0277/19 **ACTION:NL** e-mail Mark Thomas (Acorn) to advise when plaque will be available

0278/19 FINANCIAL

Balance at Bank (31/3/19)	£8062.81
Expenditure 1/4/19 to 31/5/19	£1000.00
Income 1/4/2019 to 28/5/2019 (Rent)	£2629.00
Balance at Bank (31/5/19)	£9691.81

Loans o/s £8100

0279/19 **CONTACT WITH NATIONAL CLT, WESSEX CLT and HMRC**

Both National and Wessex CLTs have been contacted to establish what benefits there may be in joining the National CLT, the cost of which is £150 pa. Whilst there is information available to assist CLTs, as the set up of The Seavingtons' CLT is different from most others at this stage it is not clear of the benefits we may expect.

Our most pressing requirement at the moment is clarification as to whether the CLT is liable to pay Corporation Tax. CLT membership will not be able to assist with that, other than referral to Chartered Accountants with experience of CLTs. The Board, therefore agreed to suspend any decision on taking forward CLT membership until our tax position has been clarified, and the first point of call for this will need to be with HMRC.

0280/19 **ACTION:ME Advise National CLT of the above**

0281/19 **ACTION:ME Seek clarification, in writing, from HMRC**

Both CLTs were also asked to provide clarification for what is permissible for CLT funds to be spent on. Responses from both National and Wessex CLTs confirm this is a broad spectrum that covers anything that benefits or can be used for the benefit of the village.

0282/19 **AGM**

ACTIONS 0262/19, 0263/19, 0264/19, 0265/19 were all completed before the AGM

Draft minutes had previously been circulated.

Changes requested were to replace the narrative under Treasurer with a copy of the Treasurer notes handed out at the AGM, and confirmation of the draft financial figures which were handed out at the meeting, pending completion of the accounts, to be included with the minutes. ME to provide KO with downloadable copies of both.

0283/19 **CLT SUB-COMMITTEE**

It was agreed that a sub-committee would be formed within The Board, at this stage to take forward thoughts as to how we will progress applications for funding. Although there will not be funds, probably until 2020, it was agreed that we would benefit from having a process ready to go when the time comes. The sub committee will arrange their own meetings and report back to The Board at the regular meetings.

The subcommittee will consist of Mark Ellis, Pauline Parsons, Ken Dewsbury and Peter Ash.

AOB

0284/19 PP presented an invoice to covers costs of printing and ink for the AGM documentation. This was agreed by The Board and signed off by NL.

Meeting concluded at 17.00

NEXT MEETING - September 2019. Date tba