

SEAVINGTON COMMUNITY LAND TRUST LIMITED

Minutes of 21st Board Meeting at 15.00 held at Monks Brew

Thursday 19th September 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

0285/19 Welcome

APPROVAL OF MINUTES - LAST MEETING 3/6/2019 & DRAFT AGM MINUTES

0286/19 Minutes 3/6/19 Agreed by Board.

(0282/19) One minor word change. Draft minutes agreed by The Board. Draft copies, pending formal sign off at the 2020 AGM places in Registered Office and website

(0268/19) **TENANCY**
(0269/19)

0287/19 No 6 was vacated in July by the tenant. There were 2 applications within the timescale stated on the advertisement. For various reasons, these were not progressed and the property advertised again. This time, 3 applications were received and Stoneleigh Lettings were requested to undertake checks on all three.

The Board had received results of these on all and a decision was made at the meeting to offer the tenancy to one of the applicants.

0288/19 **ACTION NL:** To advise Stoneleigh Lettings to offer the tenancy and advise the unsuccessful applicants accordingly

0289/19 It has become apparent during the advertising/tenant allocation process that now we had experience of advertising and selecting tenants, it would be beneficial to undertake a review of the process. This would include the scope of advertising and review of documentation including the advert and ROI form.

0290/19 **ACTION MAE:** To commence the review to progress to agreement by The Board

ITEMS CARRIED FORWARD FROM 3/6/2019

Actions 0257/19; 0269/19; 0272/19 all completed

DISCUSSIONS WITH DEVELOPER, SOLICITORS ETC

(0275/19) Gas Safety Certificates

There was an issue with access to the boilers which has now been resolved. The boilers in all properties are now due to be serviced w/c 23/9 which when, completed, will enable Gas Safety Certificates to be issued.

Snagging

(0255/19) The various leaks have been sorted.

(0274/19)

There is a problem with the underfloor heating in no. 8. PA will request the heating engineer to look at this when servicing the boilers, and if the resolution is simple, request he fix it. If the fix is not straightforward, then the Contractors will need to be called back to repair it.

The external masticing that still needs completing.

The handles to the patio doors in no. 6 are shearing off. This has already happened in no.8

It is noted that the next quarterly Lettings Agent inspection is due which may highlight other snagging issues.

The Board agreed it would be appropriate all snagging issues outstanding and advise Acorn of all with a view to ensuring resolution

0291/19 **ACTION NL:** e-mail Stoneleigh Lettings to ask what other snagging issues may still be outstanding (with Action 0299/19 above)

0292/19 **ACTION: PA** Once the information referred to above is known, to contact Acorn in writing with the details to ensure all are resolved.

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. **COMPLETED**

TENANT APPLICATIONS / OCCUPATION OF PROPERTIES

(0277/19) The ceremony to erect the blue plaque on the end of the 3 houses which Andrew Whitehouse has generously gifted to the village took place on 18th September at Falcon Close. Andrew together with all the CLT Board were present. Three representatives from Acorn who donated the plaque were also present.

0293/19 **DECORATION OF PROPERTIES**

A tenant has asked if they can redecorate. It is anticipated that we may, over time, get other requests from tenants for home improvements. The Board are happy to consider any such requests on an individual basis

It was agreed that tenants apply formally to Stoneleigh Lettings in writing and submit a plan of what they wish to undertake. Stoneleigh Lettings will then forward the request to the CLT Board for consideration.

0294/19 **ACTION NL:** Advise Stoneleigh Lettings of the above (Action in conjunction with e-mail for 0288/19 & 0291/19 above)

0295/19 **FINANCIAL**

Balance at Nat West as at 31/8/2019 £8375.31 Credit

Loan balance as at 1/9/2019 £3700. This includes 2 ad hoc payments to both lenders made 1/9/2019

0296/19 **Accounts**
(0281/19)

Due to the potential complexity and uncertainty of Corporation Tax liability relating to CLTs, it was agreed by The CLT Board, that we would employ a firm of Accountants to produce the CLT Accounts. Griffin Chartered Accountants who have expertise in this area have been contracted to do this. The cost is £350 plus VAT

The accounts have now been completed and presented at the meeting and agreed by The Board and signed off. The AR30 return has also been completed and signed off.

(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.

(0280/19) **ACTION:ME Advise National CLT of the above. COMPLETED**

AOB
None

Meeting concluded at 17.15

NEXT MEETING - Thursday 21st November 2019 at 14.00 at Jays (Peter Ash)