

SEAVINGTON COMMUNITY LAND TRUST LIMITED

Minutes of 23rd Board Meeting at 14.30 held at Opus One

Monday 20th January 2020

ATTENDANCE AND APOLOGIES

Present

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

Apologies

Peter Ash (PA)

0308/20 Welcome

APPROVAL OF MINUTES - LAST MEETING 21/11/2019

0309/20 Minutes 21/11/2019 agreed by Board.

0310/20 ACTIONS FROM PREVIOUS MINUTES

ACTIONS 0304/19, 0304/19 & 0307/19 COMPLETED

(0299/19) HOUSING ALLOCATION GUIDELINES

ACTIONS Completed. Document amended, circulated and filed.

(0301/19) SNAGGING

PA has provided a full list of snagging defects to the Developer. Response awaited.

0311/20 ACTION: C/Fwd

0312/20 ITEMS FOR THE AGM AGENDA

0313/20 Election/Re-election of Directors/Newly nominated Directors

As stated in the CLT Rules, 3 Directors will need to stand down. These will be NL, MAE and ME. All can reapply if they wish using the Nomination Form. The AGM letter and notices will also invite applications to join The Board. Forms are available in the CLT file in the shop and to download on the CLT website. Applications need to be received 14 days before the meeting (by 13/2/2020)

0314/20 **AGM Agenda /Letter**

Agreed this will take broadly the same format and content as previous years. Changes to Benefit Rules will be omitted and the order will be amended. A request for volunteers to join the Grants Sub Committee will be included and details of The Grants Sub-Committee will be included. Applicants will need to advise The Board of their interest as it is the intention for the sub-committee to be elected at the AGM. There are no accounts available for 2019/2020 these are not due until 31st March 2020). Accounts for 2018/2019 are available on the CLT website and will not be distributed separately

0315/20 **ACTION NL: prepare AGM letter and Agenda for review**
MAE: distribute Grants Sub-Committee paper to PP&KO

0316/20 **Communications**

An item has already been submitted for the February edition of The Seavingtons News. A reminder will be submitted for the February edition, although it is unlikely that it will be distributed to all households before the AGM .

Notices will be posted on all available Village Noticeboards and on the CLT website. As usual, further applications will be invited from people wanting to apply for CLT membership. The Board has agreed that we will waive the previous requirement of having to apply 14 days in advance and applications will be accepted up to the night of the AGM.

0317/20 **ACTION PP:**

AGM paperwork will need to be with Shareholders 21 days before the AGM, 6th February 2020. This will e-mailed to those who have given permission for us to do so and hand delivered to the address on file for those who haven't.

0318/20 **ACTION PP/KO**

FINANCIAL

0319/20 **Accounts**

A copy of the 2018/2019 accounts has been e-mailed to all Board members. An electronic copy has been placed on the CLT website. These are also available in the FCA website.

Balance b/fwd 1/11/2019	£8946.66
Balance c/fwd 31/12/2019	£9305.86

Loan balance as at 31/12/2019 £2350.00 On schedule to be fully cleared by year end (31/3/2020)

AOB

None

Meeting concluded at 17.00

NEXT MEETING - TBA once AGM has taken place.