

SEAVINGTON COMMUNITY LAND TRUST LIMITED

Minutes of 24th Board Meeting at 14.00 held at Jays

Monday 9th March 2020

ATTENDANCE AND APOLOGIES

Present

Peter Ash (PA)
Moirā Ensor (ME)
Karen Ogden (KO)
Ken Dewsbury (KD)
Mark Ellis (MAE)
Pauline Parsons (PP)
John Schofield (JS)

Apologies

None

0320/20 Welcome

0321/20 ELECTION OF OFFICERS

Election/Re-Election of Officers as follows:

Chair: Peter Ash

Vice Chair: John Schofield

Treasurer: Moira Ensor

Secretary: Karen Ogden

0322/20 APPROVAL OF MINUTES - LAST MEETING 20/01/2020

Small amend to 0314/20 to reflect Accounts not due until 31st March 2020.

Minutes agreed by Board.

0323/20 ACTIONS FROM PREVIOUS MINUTES

ACTIONS 0315/20, 0317/20 COMPLETED

(0311/20) SNAGGING

The list provided by PA to Acorn was formally taken forward by Stoneleigh Lettings who have ensured all actions completed. The builders, Acorn have now advised that all snagging, from their perspective is now completed.

PA raised the subject of the patio door handles. Whilst none of the tenants have complained since the last fix, these have been troublesome from the start. The CLT believe the fixings on these are not fit for purpose, hence the frequent repairs. It was agreed the CLT will lodge this with Acorn as we believe they are likely to break again.

0325/20 **APPROVAL OF THE MINUTES FROM THE AGM 27th FEBRUARY 2020**

Various small amends were discussed and agreed by all at the meeting. The revised Draft will be put on the website and a Final version agreed at the 2020 AGM.

FINANCIAL

0326/20 **Accounts**

ME has advised that the monthly figures provided to The CLT Board will also now be e-mailed to Tony Beresford.

Balance b/fwd 31/12/2019 £ 9305.86

Balance c/fwd 29/2/2020 £10994.86

Loan balance as at 29/2/2020 £1550.00. On schedule to be fully cleared by year end (31/3/2020)

0327/20 **TENANTS AT No.6 & No.8**

No.6 Currently Sole Occupier, this will now be changed to a 'Permitted Occupier' to accommodate the current tenant's request to move another party into the property. This status is at the recommendation of Stoneleigh Lettings

The CLT Board have expressed a preference that for future tenancies, if this is not a sole tenant, we would prefer a non-qualifying tenant to be afforded permitted occupier status, rather than a joint tenancy

0328/20 **ACTION PA:** To advise Stoneleigh Lettings of The Board's agreement to this, and to their preference for future tenancy agreements

No.8 No further action at present was agreed at the meeting. However, subsequently to the meeting The Board have advised that one of the tenant's has given notice. This is being dealt with by Stoneleigh Lettings.

0329/20 **ACTION:** C/Fwd

0330/20 **CLT GRANTS SUB COMMITTEE**

MAE summarised the current position for the benefit of JS
MAE then posed the question as to whether action was required from the Grants sub Committee at this stage.

After some discussions, it was agreed that there is work that can be started.

- to look at the actions allocated to The Board following the AGM - see detail below
- Invite Grant applications

- Notice to Chard and Ilminster News to promote the CLT

0331/20 **ACTION MAE:** To co-ordinate the above and report back to the next meeting

Members from The Board on this sub Committee confirmed as MAE, PA, PP & KD. MAE will lead the group up until he moves house.

0332/20 **BANK MANDATE / CLT E-MAIL PASSWORD**

Confirmed that the Bank Mandate has been amended to incorporate PA as a signatory. Mandate will need to be amended again to remove NL

0333/20 **ACTION ME:**

Agreed to pend changing the e-mail password as we have received notification that the access to e-mails will be changing 1st April

0334/20 **ACTION C/Fwd**

0335/20 **CORRESPONDENCE/COMMUNICATIONS**

Discussions around points raised at the AGM

Accounts

Full years accounts will be provided on the CLT website. It is not proposed to circulate these with either the Calling Notice or at the AGM, primarily because of the costs involved. We will, in future, provide a one page summary of current financial figures with the Calling Notice and at the AGM

AGM Resolutions

In response to a request made at the AGM, we will make any Resolutions raised available to Shareholders prior to the AGM. This will entail a Resolution to be raised at the 2021 AGM to change the timescale for issuing AGM Communications from 14 to 28 days. The change will then need to be logged at the FCA.

A 'one off' process will need to be agreed to cover this requirement for the 2021 AGM

0336/20 **ACTION:C/Fwd to 2021**

It was also agreed that e-mail would be used where possible for communicating with Shareholders when required. For those Shareholders who have not consented to e-mail contact and/or do not view our website, that there would be more frequent updates in the Seavingtons' News. Note post meeting: there are five Shareholders not residing in The Seavingtons' and who will not receive The Seavingtons' News. All five have consented to e-mail contact

JS agreed to provide the News articles for The Seavingtons' News

0337/20 **FALCON CLOSE MANAGEMENT COMMITTEE**

This is the Limited Company set up by Acorn with Whitton Laing (Exeter) to act as the Management Committee for the communal areas of Falcon Close. This committee has not yet been active. A first meeting, to be arranged by Whitton Laing with the Falcon Close Residents, which includes the CLT as the owners of 3 properties.

0338/20 **ACTION: C/Fwd to next meeting for update**

0339/20 **AGM ACTIONS ALLOCATED TO THE BOARD**

- Investigate installation of alternative energy sources on properties
- Investigate utilising CLT funds for purchasing further properties

It was agreed that these would be investigated by The CLT Grants Sub Committee (see 0331/20 above) and results reported back to The Board for update to Shareholders at the 2021 AGM

0340/20 **AOB**

MAE/PP advised e-mail access was changing - updates to follow

Meeting concluded at 16.45

NEXT MEETING - Thursday 21st May at 2.00 pm at Jays