

SEAVINGTON COMMUNITY LAND TRUST LIMITED

Minutes of 25th Board Meeting at 14.00 held at Johns Paddock

Wednesday 24th June 2020 (Meeting scheduled 21st May cancelled due to COVID 19 restrictions)

ATTENDANCE AND APOLOGIES

Present

Peter Ash (PA)
Moiria Ensor (ME)
Karen Ogden (KO)
Ken Dewsbury (KD)
Pauline Parsons (PP)
John Schofield (JS)

Guest

Ray Thorogood (RT)

Apologies

None (Note: Mark Ellis has resigned from the CLT Board as he has now moved out of the area)

0341/20

Welcome

PA welcomed RT to the meeting to give an update on the spreadsheet he has put together to record and produce MI for Grant Applications

0342/20

GRANT SUB COMMITTEE

Work has been undertaken by the Grant Sub Committee, since the last Board meeting. Due to lockdown, this has had to be via e-mail communications. An amended Grant Application pro forma and scoring sheet were produced by the sub committee and previously circulated to The Board. A few amends were subsequently made, and the consensus is that we will use these.

RT talked through the format and principles of the spreadsheet, handing round examples of the some of the information and MI that could be available for The Board. There were various discussions and questions around the content, key points of note are listed below, but it was agreed that this would provide the data required.

- it was emphasised that the data entered on the spreadsheet is confidential and is covered by GDPR (2018) .
- RT agreed he would maintain the spreadsheet, and circulate to The Board, together with any required reports. This will be on a 'read only' basis which means that no changes can be made, thereby protecting the integrity of the information.

0343/20

GRANT SUB COMMITTEE - NEXT STEPS

At the start of the COVID 19 lockdown, it was thought there may be a need for financial assistance from eligible sources as a result of lockdown, hence the preparation of the pro forma referred to above. For a variety of reasons, this has not been requested to date.

The CLT will need to ensure there is a sink fund available before allocating monies for Grants. This was originally quoted as £5K, but it is now thought this figure needs to be increased to circa £9k to £10k. The revised figure needs to be agreed by The Board.

0344/20 **ACTION: C/Fwd**

ME advised that we would have a definitive figure as to what monies were available once the 19/20 accounts have been produced (31/10/2020). There was a subsequent discussion later in the meeting stating that although lockdown restrictions were easing, it will still be a while before things returned to normal for the Village and we should look at what monies may be available before that date. KO suggested that we should have a projected budget from the annual income and expenditure. Both the above were agreed

0345/20 **ACTION: ME** to produce a projected budget to aid further discussions at the next meeting

JS asked if The Board would have the final decision as to any grant monies allocated. This will be the case, although the Sub Committee will undertake any investigative work required and make recommendations, they will be ratified by The Board.

JS also asked what the position was regarding using monies to purchase another property. This was one of the motions raised at The AGM and both will be taken forward in the near future, and reported back on at the AGM, as agreed at that meeting.

RT left the meeting

0346/20 **APPROVAL OF MINUTES - LAST MEETING 9th March 2020**

Minutes agreed by Board.

0347/20 **ACTIONS FROM PREVIOUS MINUTES**

COMPLETED: ACTIONS 0328/20, 0329/20

(0324/20) **Snagging:** Acorn have advised that as the 12 month period for reporting any 'snagging' issues has now expired, they will not be undertaking any further work. Any future issues will either be covered under the Global Home Warranties Ltd 10 year Guarantee or Home Insurance. One exception (see 0356/20 below) re the garage electrics at no.8
COMPLETED

(0338/20) **FALCON CLOSE MANAGEMENT COMMITTEE** - Meeting scheduled but cancelled due to COVID 19 restrictions. **COMPLETED**

C/FWD ACTIONS:

(0331/20) **CLT Grant Sub Committee** - See points 342/20 to 0345/20 above. ACTION 0331/20 (detailed below) to be carried forward and included for further discussion next meeting

- to look at the actions allocated to The Board following the AGM

- Invite Grant applications
- Notice to Chard and Ilminster News to promote the CLT

(0333/20) **BANK MANDATE / CLT E-MAIL PASSWORD** - Mandate will need to be amended again to remove NL. **ACTION ME: C/Fwd**

(0334/20) The e-mail change did not take place on 1st April, so the change of password will now be progressed. **ACTION KO**

(0336/20) **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. **ACTION:C/Fwd to 2021-**

FINANCIAL

0348/20 **Accounts**

ME advised Draft Accounts have now been prepared and will be reviewed by Tony Beresford prior to being sent to our Accountants.

Balance as at 1/4/2020 (end of accounting year) £ 10724.36 . This allows for payments accrued which may not have debited/credited the Bank Account until after 1/4/2020.

Balance as at 31/5/2020 £13353.36 (Financial statement to follow)

All loans repaid.

JS asked if we could put surplus monies into a savings account to earn interest. We do not wish to do this with our current Bankers as if they provide a savings accounts, the CLT would lose their 'free banking' so this would not be cost effective. It may be possible to open an interest bearing account, for savings with another Financial institution, however, interest rates at present are minimal and as this would also be taxable, it is not thought worthwhile at the current time

0349/20 **RENT INCREASES**

In February, Stoneleigh Lettings asked if the CLT would wish to look at implementing an increase in the property rents as we opted not to increase last year. Stoneleigh advised that has been an increase in the market rents. Consensus from The Board was positive, then COVID 19 hit, and we have agreed not to progress this at the current time.

0350/20 **BANK MANDATE/E-MAIL PASSWORD**

This was item 7 on the agenda, but has already been covered under Actions C/Fwd

0351/20 **FALCON CLOSE MANAGEMENT COMMITTEE**

Starting 1st April 2020, The CLT have received monthly payment demands from Whitton and Laing (W&L) who are the current management company for Falcon Close. for £20.21 per month, per property. All residents have received similar demands. The CLT have not made any payments to date. Initially, it was unclear what the liability was and what was covered by the payments. Both the CLT and the residents had queries, which the meeting scheduled in March (cancelled due to lockdown) was intended to address. The TP1 (signed at Exchange of Contracts in 2018) was circulated to The CLT Board May 5th 2020. The fees paid to W&L at Exchange Of Contracts covered up to and including 31st March 2020. It is confirmed by the TP1 we are liable to pay.

PA and PP met recently with two of the Falcon Residents to discuss. They confirmed that they are working as a collective, many have also not paid the fees, and they are seeking further information as to what they are paying for. As F2F meetings are still not possible, the residents have suggested to W&L that a ZOOM meeting be scheduled.

ME has also spoken to W&L and they have agreed to reduce their charges to £17.01 per property, per month for our properties. After some discussion, The Board has agreed to pay the last 3 months (1st April to 1st June), subject to W&L submitting new invoices for the revised amount. This will be a one off payment, not a Standing Order.

0352/20 **ACTION: ME** obtain revised invoices from W&L and arrange payment

0353/20 **ACTION:KO** update Falcon Close residents with CLT actions and liaise re ZOOM call (list of questions and whether we want to initiate the call)

0354/20 **AOB**

JS asked, given the broad scope of THE CLT was to assist first time buyers to save a deposit for their own home, by providing Affordable Rents, whether a fixed term tenancy had been considered. This had been discussed at the outset, but the decision taken not to do this. We can review in the future if we wish.

PA/PP advised that the quarterly inspection by Stoneleigh is due end of June. Report should be available soon after that and will be covered, together with questions raised by The CLT with Stoneleigh at the next meeting. It has also been noted that there is parking outside the frontage at Falcon Close. This is not a parking area, although the frontage has still not been completed in accordance with Planning requirements (The Parish Council are progressing this).

0355/20 **ACTION:PA** To write to our residents reminding them not to park at the front of their houses.

PA also mentioned that problem with the electrics is also outstanding. We are still waiting for a response from Acorn as to their proposals to repair this.

0356/20 **ACTION:PA** Chase Acorn

Meeting concluded at 17.15

NEXT MEETING - Wednesday 15th July at 2.00 pm at Johns Paddock