

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 22nd FEBRUARY 2023

Meeting held via Microsoft Teams at 13.00 pm

Directors present:

Chair: Drew Powell (South Hams District Council; **Jason Allen** (Devon County Council); **Steven Williams** (Brixton PC); **Jenna Waters** (Vistry)

Ed Whitelaw (RIO)

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1.	Apologies: Kathryn Deeney (Plymouth City Council); Louise Yung (Taylor Wimpey).
2.	Declarations of interest: Jason, Kat and Chair work for Local Authorities which are involved in the delivery of the new Town. Jenna works for Vistry, Louise for Taylor Wimpey.
3.	<p>RIO:</p> <p>Ed had sent through the updated proposal which considers the main elements drawn from the Transactional Business Plan together with the proposed contractual and internal budgetary spend. The contract will be set for 6 months with monthly meetings and a 3-month review. Internal spend includes a proposed £10k allocation for each of the four work-streams and £5k for governance and capacity-building each.</p> <p>Directors were in agreement with the proposal. It was confirmed that Directors will be sent regular email updates regarding the progress of the community panel and any proposed projects which may involve their input. A grant application is being drawn up at present and any new projects will be worked up with RIO and Judy before being presented to the Board.</p> <ul style="list-style-type: none">• <i>Ed to send through a draft contract to Drew for approval.</i>
4.	<p>Actions and Review of Minutes:</p> <p>All Directors agreed and approved the previous minutes.</p> <p>Drew confirmed that he has discussed the nature and structure of future Councillor Surgeries with Ian Sosnowski and Dan Brown and they will not be held in this format again in the future. It is proposed that separate meetings with the relevant parties will be more appropriate. This will be discussed further after the May elections.</p> <p>Judy confirmed that she has chased the NHS Estates team with regards to the midwife room at the hub with no response as yet.</p> <p>Jason and Steven confirmed that their bank forms are complete and need to be sent to Drew for final authorization and then on to the bank.</p> <p>Drew will speak further with Ian Sosnowski and Chris Brooks regarding the future of the Trust and the vision from SHDC viewpoint. They will consider areas such as asset management in the future.</p> <p>Judy and Ed met with Ian to discuss the new work projects and the Trust's involvement in the future of Sherford as set out in the s.106. There will be a need to consider any overlap in workstreams along with considering a gap analysis in the future.</p>

Jenna suggested the possibility of having a Brookbanks representative at the Trust meeting on occasions to help aid the flow of communication.

- ***Steven and Jason to post the bank forms to Drew at Follaton House and Drew to sign and send off.***
- ***Jenna to speak with Brookbanks regarding a representative for Trust meetings.***

5. Coordinator Update:

Judy updated on all the main points.

The food hub was discussed, and all seems to be running well. Directors will review the arrangement after the 6-month period.

The year-end accounts are being prepared and drawn up and will be sent to Directors for approval in the next couple of months.

Judy has been in touch with the main Firstport contact with regards the Trust fee invoices. These will be issued to residents imminently. This will be discussed further at the March meeting.

6. Portfolios:

This will be deferred to March as Kat and Louise need to discuss their preferred portfolio allocation.

7. Hearing Loop:

The Over-50s group have requested the installation of a hearing loop in the hall at the community hub. Judy requested a couple of quotes, one of which seemed reasonable. Directors have asked Judy to pass this on to a contact within the group who may have more knowledge of the requirement and technical specification. If it is deemed to be suitable then Directors can discuss further at the March meeting.

- ***Judy to send on to a relevant group member and feedback at the next meeting.***

8. Grant application:

A grant application for £200 for tools has been submitted by the Friends of the Country Park Group. The group are well-established and now fund-raise for all their membership and insurance fees each year. The group is growing in numbers and few people have their own tools.

Directors are happy to approve as long as they can provide a tool inventory and numbers of the Group's members.

- ***Judy to notify the applicant of the Directors' decision and request the additional information.***

9. Date of next meeting:

Wednesday 15th March at 12.30.

Meeting closed at 14.25pm.