

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES

Thursday 6 December 2018

Meeting held at Bovis Sales Office, Sherford 14.20hrs

Directors Present:

Nadine Trout (South Hams District Council) – Chair; Helen Deas Williams (Brixton Parish Council)

By telephone: Gina Small (Devon County Council), Richard Plant (Taylor Wimpey)

1.	Welcome
2.	Apologies: Kat Deeney (Plymouth City Council), Emma Smith (Bovis)None. Director from Linden still to be appointed.
3.	Declarations of interest: Gina, Kat and Chair work for Local Authorities which are all involved in the delivery of the new Town and Helen for Brixton Parish Council. Gina is seconded to SHDC from DCC. Richard is a director of Sherford Estate Management Company Ltd, Company No: 10525216, referred to as MANCO.
4.	Previous Minutes: There being no amendments, adoption of these was proposed by Helen, seconded by Gina, to now be filed as company records. ACTION: Chair to lodge minutes.
5.	Matters arising
	To consider appointment of the Accountants: Helen had sourced one local Plymouth accountant and received suggestions of two more. It was agreed that she would visit all three and provide a summary of their services, offerings and costs for the next Board meetings decision.
	Banking: Kat would monitor the Plymouth City Council account relating to the Trust for payment made following submission of the invoice to the Developers. It was decided that the Trust would in time need its own bank account and that Helen would start the process of opening the Trust's account with Triodos Bank. <u>Carried forward from the previous Board meeting:</u> <u>Richard will clarify the situation on Residents' contributions following a meeting of Developers' Financial Directors. He advised that Taylor Wimpey issue a letter billing the SCLT Ltd annual payment pro-rata.</u> <u>Richard and Emma will provide examples of their company's initial statements/letters of explanation provided to new residents re. SCLT Ltd contributions.</u>
	Linden Directorship: The Chair had written to the Developers' solicitors, Gowling, expressing concern about the MANCO/Trust directors' conflict of interest, and other issues were the SCLT Ltd Developers' actual and Linden's proposed director, Jaqueline Chalmers, also directors of the Consortium's Sherford Estate Management Company Ltd, Company No: 10525216 (MANCO) but had received no reply.

Legal update:

At the previous Board meeting Richard had reported that the consortium's solicitors, Gowling, had written to Taylor Wimpey advising that to avoid conflict of interest directors of SCLT Ltd should not also be MANCO directors. Decisions needed by each company to resolve this were still awaited.

ACTION: Richard and Emma to advise other SCLT Ltd directors on outcomes when decisions were taken on their company's directorships.

Alternate Directors:

The Chair presented for Board approval the appropriate form for an alternate director for herself from South Hams District Council, Drew Powell, which was noted and registered, adding to Brixton Parish Council's registration of an alternate. Alternate directors were still awaited from other directors.

ACTION: all other Directors to seek board approval of an alternate.

MANCO update:

There was still no clarity as to its planned directorship (other than those registered at Companies House) and activity.

An update was awaited from Richard and Gowlings.

Sherford update:

The document giving an outline timeline of asset construction had been circulated to all directors and logged on the Glass Cubes account.

Resident contributions – clarification was needed on the total monies collected on behalf of the Trust by each Developer and their transfer to the Trust. The Trust would want to issue its own letter of introduction and explanation to residents to accompany the bills sent.

Marketing:

Having confirmed in the previous Board meeting that Directors would ensure that all external Communications concerning the Trust and its activities should first be cleared with the Chair, HDW needed to update an older outline marketing plan for the Trust for input from Emma in particular. This should form the outline of a Communications strategy for the SCLT Ltd. Until that was agreed and issues on billing clarified there would be no formal communications to residents or more widely.

Action: HDW to send Emma updated notes on Marketing strategy for her amendment.

6. Trust Income

106 funding had been billed to the Developers but not yet received.

7. Any other business

The Chair reported on potential changes that might result from a Boundary review having sought advice from the Electoral officer for South Hams.

A request for a Boundary review could come from:

Existing Board members

The Community could also ask for this to be reviewed

Any changes sought should be started in late 2020/early 2021 to allow time ahead of the next elections.

Richard mentioned social dates for customers.

Gina advised the next open day for Sherford would be 15 January at Linden Homes.

Action: Bring forward Boundary changes for consideration in 2020 Board meeting. Directors who can should attend Open Days.

Date of next meetings:**Agreed:**

10.00hrs Wed 30th Jan 2019 at Bovis Sales office, Sherford

10.00hrs Wed 13th March at Taylor Wimpey office, Sherford

Meeting closed at 14.50hrs