

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 18 October 2019

Meeting held in Bovis office, 09.20hrs as the booked Taylor Wimpey showroom was not open 09.00.

Directors present/participating:

Nadine Trout (South Hams District Council) – Chair; **Pete Castley** – Bovis; **Zoe Sydenham** (Plymouth City Council), **Gina Small** (Devon CC); **Helen Deas Williams** (Brixton PC)

1.	Welcome confirmation of HDW as notetaker
2.	Apologies: Linden sent apologies, Director and alternate both unavailable. No apologies were received – again – from Taylor Wimpey director or alternate.
3.	Declarations of interest: Gina, Zoe and Chair work for Local Authorities which are involved in the delivery of the new Town and Helen for Brixton Parish Council. Pete works for Bovis.
4.	Previous Minutes: These were agreed by all who participated in the September meeting. ACTION: Chair to lodge minutes.
5.	Matters arising
Banking:	
Pete Castley completed the form to become a signatory. HDW advised bank statements which had been copied to Accountants. Accountants had not yet billed for their services. HDW would transfer bulk of funds (70k) to the deposit account from current account now recruitment costs were known. Action: HDW to obtain Triodos forms for Emma and Richard and start transfer to savings account.	
Legal update:	
The Chair had sought accountants and legal advice on the contract for the self employed Trust Coordinator ahead of appointment, using NCLT membership. The Trust would need to update and amend its Articles of Association to reflect current needs. Amendments already noted: Trust membership/Directorship voting in relation to current planned Sherford development phases (should be three, not four phases); all residents, not just property owners should be able to join the Trust/be elected as directors; how to deal with absentee Directors. Action: All directors to review the Articles and discuss amendments at the next or future Board meetings before submitting to lawyers for checking. The Chair would contact TW to seek explanation for silence/absence.	
Alternate Directors:	
Alternate Directors were in place apart from for Bovis.	
Trust Income:	
Linden’s explanation of the difference between the £2920 paid and original estimate of £3440 owed was awaited. Bovis bill six monthly in advance and were asked to follow Linden’s example and make payment of received payments to the Trust from residents. Trust monies they or their agents should have collected from residents. The outline numbers of properties sold per year per developer were still awaited for Gina’s team, needed to help estimate the Trust income due. The Trust Grants were now open for business and form on the webpage ready for applications funded by resident contributions. Action: Gina’s team to provide a list of completions per contractor by each year end to give an indication of the amounts x £40. Taylor Wimpey would again be chased to continue to pursue this with their agents to ascertain the fund due to the Trust and advise ahead of transferring the lump sum. HDW would obtain quotes on an annual public liability insurance for Sherford events to be held by the Trust/Residents Assoc.	

6. Communications

The Trust Website was set up by Western Web and the Chair received Trust emails and could edit notices only; this would be widened to the Coordinator when appointed and other directors. The Coordinator role had been promoted on Sherford Community website and in various local media and in house sites; one paid advertisement was approved in local free sheet press. Brixton Parish Council had its noticeboard in place and planned to donate a similar Community Noticeboard to Sherford Residents, to be installed by Brookbanks.

7. Any other business:

- The need for a Community meeting space and facilities were pressing; Linden had a potential option which might be helpful but could not provide details without more research.
- Bovis had proposed weekend working, including Sundays, until Christmas; residents were concerned and were raising objections. Separately, Residents had reported difficulties with poor parking by various contractors. Pete Castley would check if it was just one small parcel Bovis had applied for and would be prepared to mediate should problems arise with weekend working. He mentioned the Toolbox Talks every morning with staff to ensure good working practices were followed and issues addressed.
- A Sherford Surgery with MP and Councillors from all Councils was due to be held in November. HDW and Gina would represent the Trust. A Sherford Partnership Board meeting was due to be held Jan 20th 2020.
- Coordinator role: A number of applications had been received ahead of the deadline of Sunday 20th October. Interviews would be held on Friday 25th October at the Linden Showhome. Legal advice on the contract would be sought before appointment.

Action: Directors to sift and sort candidates for interview – Chair/Gina/Helen. Chair, Gina and Emma to conduct interviews in Linden Showhome 09.00, 45mins each, Anna to assist with meet and greet. HDW to provide a written test/exercise ahead of time.

Dates of next meeting:

Wed 20th November 2pm Linden

Wed 11th December 09.00hrs tbc either Bovis or Taylor Wimpey

Tues Jan 14th 2020 09.00hrs venue tbc

Meeting closed at 10.30hrs