

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 9th SEPTEMBER 2020

Meeting held remotely, 10.00 hrs

Directors present:

Gina Small (Devon CC) – Acting Chair; **Joseph Federis Cox** (Vistry), **Kathryn Deeney** (Plymouth City Council); **Helen Deas Williams** (Brixton PC)

In attendance: **Judy Talbot** (Trust Coordinator)

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| <p>1. Apologies: Drew Powell (South Hams District Council), Emma Colin (Vistry)</p> |
| <p>2. Declarations of interest: Gina, Kat and Chair work for Local Authorities which are involved in the delivery of the new Town and Helen as a Councillor for Brixton Parish Council. Emma works for Vistry, Richard for Taylor Wimpey.</p> |
| <p>3. Actions and Review of Minutes:</p> <p>These were agreed by all who had been present.</p> <p>Helen had checked their legal structure with Vistry and confirmed that Vistry operates through two separate legal entities registered with Companies House ie. Bovis Latimer (Sherford) LLP and Linden Homes (Sherford) LLP. The Articles therefore need to retain three (A) directors with shared 20% voting rights. It was agreed that the quorum for a Board meeting should still be reduced from five directors, with at least one A in attendance, to four directors, entirely 'B' or a combination of 'A' and 'B'.</p> <p>It was agreed that an advisory group will be set up to enable engagement within the community until such time as membership of the Trust can be taken up. Kat and Gina will follow this up in due course.</p> <p>Kat will supply a template risk assessment for the hub. Helen mentioned that the Charities Commission have guidance for the ownership, management and use of Village halls which may provide information relevant to the lease.</p> <p>Kat will ask PCC solicitors to look at the draft licence for the hub and will also review the financial liabilities.</p> <p>It was agreed that a statement relating to the COVID restrictions for grant applications and the use of the hub will be drafted and added to the website and shared with the community.</p> <p><i>Helen to resend the legal information on the LLP companies (Vistry) to Directors together with the proposed draft amendments to the Articles of Association ahead of the meeting on 23rd September.</i></p> <p><i>Kat to instruct legals and look at financial liabilities of the hub. To speak with Brookbanks.</i></p> <p><i>Judy to produce draft statement regarding grants and the hub timeline.</i></p> <p><i>Judy to chase Livewest regarding the grant application for fitting out the hub.</i></p> <p><i>Drew was to allocate portfolios; finance, communications, legals and memberships but had not yet done so.</i></p> |
| <p>4. Elections and Membership</p> <p>Helen stated her intention to resign from the Trust at the end of the month but had made the announcement ahead to assist with handover. Brixton Parish Council would consider her successor at their next meeting on 30th September and all were asked to respect this planned change in confidence until formally announced.</p> |

Gina thanked her for all her hard work and commitment over the last three years and acknowledged that she has been a major asset to the Board. She will be greatly missed.

Review of Articles of Association.

Helen advised that this should now take place in two stages, the first before her departure to update the changes in companies and make the agreed changes to the quorum. Membership changes would need to follow at a later date. Helen has written detailing the Trust's hopes for 'D' membership engagement to LiveWest, asking them to consider assigning membership to one nominated tenant per household, but no response has been received yet.

Changes to existing 'D' membership cannot be changed retrospectively without Live West's consent.

Helen to continue to chase Livewest for a response regarding membership. The specific board meeting required to approve any changes to Articles of Association is set for Wednesday 23rd September at 11 am. Solicitors can be instructed thereafter. All directors are needed to attend or these changes will be delayed. This meeting should be quick.

5. Business Plan

A draft will be drawn up for the appointment of a consultancy who will deal with the community consultation and the business plan.

Kat and Gina to circulate the draft to Directors.

6. Grant applications/Trust guidance terms under COVID-19 restrictions

Three applications have been received and circulated. The first one is for £1000 for equipment and toys for the Church toddler group. Due to COVID restrictions it was felt that this funding would be premature as no groups like these can be safely run at present.

The other two applications were from the Chair of the Residents Association for £1000 for a marquee and £1500 for a storage building to be positioned behind the hub. The former could not be used without contravening COVID restrictions so Directors could not approve it. The storage building application was also premature as the hub will not be in place for some months. It was agreed that storage/a shed will be provided for by the Trust at a later date if the need for it is established once the hub has been installed. The application for the outdoor sports equipment for community use was approved and it was agreed that funds could be released for this purchase. All elements of the activities will be managed by the lead person running the group and will take on full responsibility for the risk assessment and insurance.

Judy to notify all applicants of the above and to chase up the previously approved ones (gazebos, folding table, outdoor games equipment etc) so that payment can be made.

Judy to set up a spreadsheet detailing all grant applications received to date.

7. Changes in Banking arrangements:

- change of lead contact
- signatories – future arrangements

It was agreed that Kat would take on the lead contact for Triodos Bank from Helen and provide monthly updates to the Board.

Helen advised that Richard and Drew had still not provided their signatory forms despite repeated requests. The Trust risked being unable to carry out banking without more signatories.

As agreed at the previous Board meeting Helen raised and sent out on 31 August invoices for the Trust funds owed by Bovis, Linden and Taylor Wimpey, based on the £40 a year per household. TW confirmed that these have been received and sent to their finance team.

Kat to liaise with Helen over the finance handover.

Richard to give written confirmation that the Trust income monies are being dealt with by their finance team.

7. Date of next meeting:

14th October 2020

Meeting closed at 11.25 am