

**SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 19<sup>TH</sup> MAY 2021**

*Meeting held via Microsoft Teams, 12.00 hrs*

**Directors present:**

**Chair: Drew Powell** (South Hams District Council; **Gina Small** (Devon County Council); **Kathryn Deeney** (Plymouth City Council); **Joey Federis Cox** (Vistry);

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

<b>1.</b>	<b>Apologies:</b> <b>Jenna Waters</b> (Vistry); <b>Alison Nix</b> (Brixton PC); <b>Richard Harrison</b> (Taylor Wimpey); <b>Liz Hitchins</b> (Brixton PC)
<b>2.</b>	<b>Declarations of interest:</b> Gina, Kat and Chair work for Local Authorities which are involved in the delivery of the new Town and Alison as a representative for Brixton Parish Council. Jenna works for Vistry, Richard for Taylor Wimpey. Kat is now on the Estates Committee for the Schools Academy which includes Sherford Vale Primary School.
<b>3.</b>	<b>Actions and Review of Minutes:</b> All Directors agreed and approved the previous minutes.
<b>4.</b>	<b>Coordinator update:</b> Judy gave her update and Kat advised with regards to the management and income streams for courts and all-weather pitches in how best to benefit the community. Discussions were held regarding the overarching Management Company and the Trust's potential representation to any future meetings. The Trust is still not aware of which Developer Directors form this Company or its constitution. There is a requirement within the s.106 for the consortium to form a Management Company.  <b>Financial summary:</b> Current Account as of 5 <sup>th</sup> May 2021: Balance £60,354.63 Credit March/April to date: <ul style="list-style-type: none"><li>• £5000 – Livewest</li><li>• £7,418.41 – Taylor Wimpey Trust Income to December 2020</li></ul> Deposit Account as of 5 <sup>th</sup> May 2021: Balance £20,027.08  <ul style="list-style-type: none"><li>• <b>Judy to draft letters to regional Directors at Vistry and Taylor Wimpey requesting further information as to the Management Company's formation and constitution.</b></li><li>• <b>Alison to advise if she had received any details in her purchase transfer pack as to this management company.</b></li><li>• <b>Judy to circulate the Green Infrastructure Plan to Directors.</b></li></ul>
<b>5.</b>	<b>Community Hub:</b> Directors discussed the various components for the establishment of the community hub as set out below: <ul style="list-style-type: none"><li>• Lease agreement</li><li>• Fit-out costings/payment</li><li>• Booking software</li><li>• Caretaking contractor</li><li>• Opening date</li></ul>

It was agreed that a budget plan is required setting out the expenditure for the forthcoming spend and over the next 12 months. Devon Communities' work in relation to the operational plan was also discussed and a meeting will be set up to firm up dates. Directors agreed that Drew will be happy to sign off the lease as long as all Directors are in full support. A roadmap is also required to set out a project plan for the key elements with timescales. Brookbanks will need to supply a full commissioning package with planning discharge notices. It was agreed that Kat will take on the project management and Drew to review the finances.

- ***Judy to investigate credit card options and contact Bromhead for advice.***
- ***Kat to contact Triodos to enable Judy to have administrator access for future hub booking payments.***
- ***Judy to arrange a meeting with Hannah from Devon Communities and Kat and Gina.***
- ***Judy to request full documentation from Brookbanks for the commissioning of the building.***
- ***Judy to set out a roadmap and circulate.***
- ***Judy to establish a budget plan with regards forthcoming hub expenditure.***
- ***Drew to ask the Assets Team to look at the lease.***
- ***Kat to ask Facilities Management to review requirements for the hub.***
- ***GS to review lease agreement and seek revisions, board agreed to defer signing of the agreement to allow for changes to be made.***

#### **5. Sherford Music and Community Festival:**

Judy gave details of her recent meeting with Steve Rogers regarding his proposals and brief for a Music Festival in Sherford. Directors agreed that the Trust do not hold any status or a role in this decision-making as it is not a landowner. Directors are not opposed to the proposition but feel that Steve needs to set up a group to enable community buy-in and investigate site options himself.

- ***Judy to let Steve know the Trust's position.***

#### **7. Finance Matters:**

- **Budget planning**

It was agreed that a year ahead budget is required which Judy will produce.

- **Purchasing/Banking procedures**

It was agreed that Judy should have administrative rights to view the bank account. A payment schedule is now produced twice a month on the 2<sup>nd</sup> and 15<sup>th</sup> for the payment of all invoices.

Directors also discussed future options for generating income and how best to leverage funds from the s.106. As previously discussed at the last meeting, an Executive Officer was part of the original Trust vision and is needed to help manage the Trusts development and develop its work. This appointment should set out a Strategic Business Plan.

Drew outlined the outstanding issues with the Articles and ongoing amendments required in relation to the membership issue for future election purposes. The conveyancing for new purchasers has now been amended in order to ensure that the Land Trust fee is transparent.

- ***Drew to continue liaising with solicitors over the Articles' amendments.***
- ***Gina to set out key points for a Business Plan.***

**8. Date of next meeting:**

Wednesday 16<sup>th</sup> June at 12pm.

Meeting closed at 2pm.