

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 21ST JULY 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); **Alison Nix** (Brixton PC); **Andy Tinnelly** (Brookbanks); **Anna Murray** (Analogy)

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1. Apologies: Jenna Waters (Vistry); Richard Harrison (Taylor Wimpey)
2. Declarations of interest: 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.
3. Actions and Review of Minutes: All Directors agreed and approved the previous minutes.
4. Coordinator update: Judy had circulated her update for all Directors to review. Financial summary: Current Account as of 5 th May 2021: Balance £60,354.63 Credit March/April to date: <ul style="list-style-type: none">• £5000 – Livewest• £7,418.41 – Taylor Wimpey Trust Income to December 2020 Deposit Account as of 5 th May 2021: Balance £20,027.08
5. Community Hub: <ul style="list-style-type: none">• Handover date/agree lease and documents Andy Tinnelly confirmed that the final lease amendments are due to be finalized by Gowlings in the next day. The insurance documents and handover files are now completed and an informal disabled parking place at the front of the hub has been consented to. The public liability insurance must be in place in order that bookings can be confirmed. Judy will speak to Hannah to request sight of these documents. Directors then discussed the two-month notice period and agreed that this should be six months. There is an agreement with the Planning authority and the consortium that the hub is being provided in place of the various community use buildings as set out in the s.106. However, there is not an agreement between the developer and the Trust that once the hub ceases to be used for whatever reason then the developer must provide an alternative building for the same community uses. Directors asked that this clause be inserted into the lease document. Kat to draft and Andy to gain consent from the Consortium and request Gowlings to make the changes. Gina suggested that the Board review the budget monthly following on from the budget plan approval at the last meeting. Kat will support Judy in setting up the hub.

- **Hub decisions**

Directors have received details of the various contractor quotes, draft s.106 users' agreement and proformas for the booking software. All were happy for Judy to proceed with the appointment of these and formally setting up the booking system and signing the framework s.106 agreement.

Drew is awaiting the credit card for the fit-out purchases so will forward to Judy when he is in receipt of this.

It was agreed that the Trust should receive a set of keys prior to the formal handover in order that Judy can start to make relevant appointments and purchase goods early August.

- **Marketing launch**

Anna discussed the Sherford Directory which now needs to be updated from earlier in the year so will provide a draft for Directors.

The advertorial for the next edition of Sherford Matters needs to be submitted on 14th August so Anna will circulate some draft articles.

Directors discussed when the formal opening with various Members should take place.

It was agreed that a soft launch for the Tour of Britain on Monday 6th September should go ahead along with the community fun day on Sunday 5th September.

A formal opening can then take place a month or so later involving Members and the community. Livewest will also be involved as they donated £5k towards the fit-out of the hub.

Anna will redraft a previous press release in anticipation of any launch.

- *Judy will request sight of the insurance documents from Hannah next week.*
- *Judy to make the necessary contractor appointments, formalize the s.106 users' agreement and launch the booking software.*
- *Judy to obtain quotes for contents insurance.*
- *Kat to draft a legal clause for the community hub lease amendment.*
- *Andy to liaise with Gowlings to finalise the legals and confirm with the Consortium.*
- *Judy and Kat to set up a meeting at the hub week commencing 9th August.*
- *Andy to ask for a set of keys to the hub be provided for Judy to start the fit-out.*

6. Resident's panel/Business Plan:

Gina discussed the imminent appointment of RIO and the nature of the work involved. All information had been circulated to Directors. The consultants will engage the community with various workshops into the autumn. They will also work with the School, Church and Youth group in holding various events to gain the interest of the community. This will result in the appointment of a resident's panel.

RIO will also produce a Business Plan setting out the purpose of the Trust and will support training for those wishing to become Directors as and when elections can take place.

In the meantime, it was agreed that an interim business plan is effectively in place in terms of the current work of the Trust. The s.106 monies can be accessed and a schedule of payments needs to be drawn down. These amount to approximately £100k per annum over the next 10 years.

Directors discussed how the appointment of RIO could be made as there is no contract arrangement or procurement rules set out within the Trust's constitution. It was agreed that in the future a consultant needs to be appointed to set out a framework for a procurement process which is compatible with the nature and size of the Trust.

There is clear transparency over the future appointment of RIO and Directors agreed that it is a local company with a high social value which are both important procurement principles. The Company has also been recommended by all three

Councils and PCC are currently using their services in partnering on a number of projects.

Their fees amount to £16.5k with the initial 50% of the payment to be made at the start of the project. Directors all agreed that Gina can proceed with their appointment and will be the main point of contact on the Board. She will set out clear dates for reporting back to Directors on a regular basis.

Alison asked about the membership issues within the Articles of Association and Drew confirmed that he is awaiting comments back from the solicitors. The Planning department have also drafted a letter to the Consortium asking if they have met their obligations within the s.106 with regards the Community Trust and the subsequent £40 fee. The Articles cannot be amended until a response has been received from the Consortium on this matter.

Alison mentioned that it would be useful for the Trust to post the monthly Trust minutes on the resident's Facebook page to raise awareness and show transparency.

- ***Gina to proceed with the appointment of RIO.***
- ***Judy to post the June minutes on the resident's facebook page.***

7. Grant applications:

Judy had circulated the two grant applications:

The first one was made by Sherford Community Church for £350 for items towards the TOB community fun day on the 5th September. Directors have asked for clarification on the lead group for this and to ask for insurance cover, risk assessment and first aid details to be confirmed. These can then be circulated to Directors for approval.

The second bid was made by Karen Turvey on behalf of the TOB Community Planning group for £833 towards merchandise items which included water bottles and sports bags. Directors made the decision that merchandise will be provided for by the TOB and that these items would not have longevity as any lasting legacy from the event.

- ***Judy to ask for Andrew to resubmit the fun day bid with the relevant details and will notify Karen of the Board's decision on the merchandise bid.***

8. Date of next meeting:

Wednesday 18th August at 12pm.

Meeting closed at 12.52pm.