

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 15th JUNE 2022

Meeting held via Microsoft Teams, 12.00 hrs and at the Community Hub

Directors present:

Chair: Drew Powell (South Hams District Council; **Gina Small** (Devon County Council); **Jenna Waters** (Vistry); **Kathryn Deeney** (Plymouth City Council); **Ed Whitelaw** (RIO)

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1.	Apologies: Liz Hitchins (Brixton PC); Louise Yung (Taylor Wimpey)
2.	Declarations of interest: Gina, Kat and Chair work for Local Authorities which are involved in the delivery of the new Town. Jenna works for Vistry, Louise 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.	RIO update: Ed presented RIO's draft proposal for future workstreams. He explained how it would form a bespoke membership using focused time and capacity where required. They offer diverse skills set which would allow the Trust to progress their legal and financial objectives whilst also focusing on elements of key projects within the Business Plan. There would be a 3-month review and a 6-month break built into the contract. Directors asked that the key milestones relating to the various workstreams be quantifiable with an impact evaluation. Ed will produce a more detailed proposal now with a contract drawn up for Directors to consider at the next meeting. Directors discussed the need for a completed justification for using RIO as a consultancy. Gina and Kat will send copies of the relevant forms. Directors agreed that the first phase of the work would be to enlarge on the Business Plan and set out the key milestones before moving on to the main contract. The Trust need to have the necessary resources from the S.106 monies in order to commit to the main proposal. Once these have been received Directors can sign off on it.
5.	Coordinator Update: Judy discussed the community hub management. The NHS licence and alterations' proposals are still outstanding. It was agreed that Directors will look at the community hub hire charges at the next meeting with a view to increasing them. The NHS licence allows for a rent review at the beginning of July. Judy will include her costed time on the spreadsheet. Expenditure figures for all months are now included on her update. Judy to chase up on the Directors' banking forms in order that there will be an authorised signatory for the account for payments at the beginning of next month. It was agreed by all that Judy should not be continuing work on the LTA proposal for the tennis courts. Directors are not happy for the Trust to be a point of contact for emergencies for the courts. The asset is Consortium-owned and should be managed therefore by their agents. Judy will speak to Alex Whish about the development of the Access and Management strategy to see what stage it is at.

- ***Judy to inform the LTA of the Trust's decision.***
- ***Judy to circulate hire charges for the community hub before the next meeting.***

6. S.106/CLT fees:

Gina told Directors that she had spoken with Ian Sosnowski regarding the s.106 requirements and he confirmed that the Trust need to now instruct Brookbanks. They should send through the Business Plan together with the Schedule of payments as agreed with the LPA. The Trust are legally able to receive these monies direct and should let the LPA know when they have been received.

Anna Booth at SHDC will provide the index-linked figures in order that the breakdown of accurate figures can be sent out.

Judy confirmed that some of the CLT fees from Vistry had been received and the remaining payments would be made in the next week. Judy has also chased TW for their outstanding invoice.

- ***Judy to chase up these figures and Drew to send out the drafted email.***
- ***Judy to send out the outstanding payment invoice to Mainstay for the 2017-20 CLT fees along with those for the affordable homes.***

6. Grant applications:

Directors agreed to discuss at the next meeting the financial viability of approving grants over the next few months whilst funds are low, and the Trust is waiting for the s.106 payments from the Consortium.

- ***Judy to draft a grant feedback template to send out to previous successful applicants.***

7. AOB

Directors all thanked Gina for her hard work at the Trust and all her support. The Trust wishes her well in her new venture.

- ***Judy to resign Gina from Companies House.***

6. Date of next meeting:

Wednesday 20th July at 12pm.

Meeting closed at 1.50pm.