

**SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 31<sup>st</sup> AUGUST 2022**

*Meeting held via Microsoft Teams, 12.00 hrs*

**Directors present:**

**Chair: Drew Powell** (South Hams District Council; **Jason Allen** (Devon County Council); **Jenna Waters** (Vistry); **Liz Hitchins** (Brixton PC); **Louise Yung** (Taylor Wimpey)

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

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| <b>1. Apologies: Kathryn Deeney</b> (Plymouth City Council)   |
| <b>2. Declarations of interest:</b> Jason, 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.<br>Kat is now on the Estates Committee for the Schools Academy which includes Sherford Vale Primary School.<br><br>Drew welcomed Jason to the Trust; Jason is Director for the Communities Commissioning Team for Libraries and Youth Services at Devon County Council.<br><br><ul style="list-style-type: none"><li><b>Judy to add Jason as a Director at Companies House</b></li></ul>  |
| <b>3. Actions and Review of Minutes:</b><br>All Directors agreed and approved the previous minutes.<br><br>Drew updated everyone on RIO's recent presentation. Once the S.106 monies have been received the Trust will be able to appoint them for further specific consultative work as was set out in the previous meeting.   |
| <b>4. Coordinator Update:</b><br>Judy updated Directors from the last couple of months. Louise and Drew will send Judy the last three months' bank statements in order that updates can be made and hub payments chased where necessary.<br>Trowers are still chasing the NHS for the final amendments to the Room Hire Agreement in order for this to be completed. Judy will contact them again to give advance warning that the July rent review will need to be triggered in the next month once a new rent has been agreed by Directors.<br>We are still waiting to hear back from Brookbanks with regards the Community Fridge proposal and location. Jenna will also chase this. |
| <b>5. S.106/CLT fees:</b><br>Louise is aware that TW Directors have been in touch with Brookbanks regarding the s.106 schedule of payments. Jenna has also sent the correspondence to the relevant Directors to approve.<br>Mainstay have now been formally instructed in writing by the Consortium to collect the Trust's annual fee. There has been no collection to date and Judy has issued Mainstay with an invoice for the 2021 fees.<br><br><ul style="list-style-type: none"><li><b>Jenna and Louise will chase a response internally re. S106 monies</b></li></ul>   |
| <b>6. Community Hub hire fees:</b><br>Judy had circulated the current hub hire rates together with some local comparables. The Community Hub rates do fall well below the average of other spaces. Directors looked at the income/expenditure spreadsheet for the hub and it's clear that income  |

does need to be increased to cover costs, especially as the electricity bill will increase over the winter period.

Jason discussed the rates at Cranbrook where there is a differential between a business rate and community rate. Jason will also send rates for the community centre at Rushbrook in Totnes.

Judy will circulate a proposal for new hire rates for Directors to agree at the September meeting. These can then be put into place from October onwards.

These new rates will then include the ongoing monthly fee for the NHS Midwife unit.

- ***Judy to circulate hub hire rates before September meeting***
- ***Judy to get in touch with Anna Murray to ensure that the new Consortium website includes Trust and hub links. Further marketing of the hub on usual social media channels.***

**7. Mainstay:**

Judy discussed the background to the ongoing residents' concerns with Mainstay. Correspondence had been received by a representative in the community addressed to Councillors regarding a number of complaints and concerns with Mainstay's management. A Councillor Surgery will be scheduled for October but in the interim it was thought that an internal meeting could be held with Brookbanks and Mainstay to try and resolve these.

However, Directors felt that the Trust should not be involved in these detailed management issues.

The correspondence has been circulated to Brookbanks and Mainstay so any highlighted concerns can be resolved hopefully before the Councillor surgery. Liz suggested that perhaps a brief presentation could be carried out by Brookbanks with regards these issues at the start of the Surgery.

Judy will also notify Dan that Drew and other officers at SHDC are happy to speak to Members over any of these concerns.

- ***Judy will cancel the meeting and organize a date for the next Councillor Surgery.***

**8. Grant applications:**

A further funding request has been made by the Sherford Vale FC now that they have formalised the Club and are entering a new season of matches in September. They have received small funding streams from other organisations as well but still need to buy kit and equipment.

Directors agreed that £300 should be awarded to the Club and look forward to receiving news of their progress over the next few months with a view to assisting in further sponsorship.

- ***Judy will notify the applicant of the available funding.***

**9. AOB:**

Judy mentioned that Bromhead have proposed some banking software which could be implemented to help accounting processes. This can be discussed again once the Trust's finances are more robust.

Drew discussed the cost of living crisis and how the Trust can help the community. A possible day at the hub could be arranged with SHDC energy efficient advisors on hand and teas/coffees available. Jenna and Judy will chase up on the community fridge project as well.

To discuss further at the next meeting.

**6. Date of next meeting:**

Wednesday 21<sup>st</sup> September at 12pm at the Community Hub.

Meeting closed at 1.40pm.