

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 25th JANUARY 2023

Meeting held via Microsoft Teams at 12.30 hrs

Directors present:

Chair: Drew Powell (South Hams District Council; **Jason Allen** (Devon County Council); **Steven Williams** (Brixton PC).

Ed Whitelaw (RIO)

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1.	Apologies: Kathryn Deeney (Plymouth City Council); Louise Yung (Taylor Wimpey); Jenna Waters (Vistry)
2.	Declarations of interest: 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.
3.	<p>RIO:</p> <p>Ed discussed the contractual proposals which include strategic monthly updates to the Board, regular meetings with Drew and Judy and a 3-monthly overview. It was agreed that two separate and successive 6-month contracts would be set-up to facilitate procurement. Ed and Amy will submit monthly timesheets and invoice.</p> <p>The proposed budgetary spend for each work-stream was discussed. It was suggested that £10k could be allocated to the four areas (retail, communications, youth and events) with a proposed £5k spend for both governance and capacity building. Directors were keen to stress that these should only act as a rough guideline as they may well not be split equally.</p> <p>Ed discussed the internal application process which would be used for each project area. The application guidelines will act as parameters for the processing of these as is the case with the current grant application process.</p> <p>Directors were all happy with the proposals but can not formally approve them until the Board is quorate at the next meeting.</p> <ul style="list-style-type: none">• <i>Judy to forward Ed's email to all Directors with these notes and arrange the February meeting.</i>
4.	<p>Actions and Review of Minutes:</p> <p>The Board was not quorate so all further agenda items, minutes' approval and decisions were deferred until the February meeting.</p>
9.	<p>Date of next meeting:</p> <p>To be confirmed.</p> <p>Meeting closed at 1.15pm</p>

