

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 19TH JULY 2023

Meeting held at the Community Hub at 12.30pm

Directors present:

Steven Williams (Brixton PC); **Louise Yung** (Taylor Wimpey); **Jason Allen** (Devon County Council)

Additional attendees:

Ed Whitelaw (RIO); **Amy Cooper** (RIO)

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1.	Apologies: Kathryn Deeney (Plymouth City Council); Jenna Waters (Vistry); Drew Powell (South Hams District Council).
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. Steven declared a conflict of interest at Pt. 3 regarding the fee invoices.
3.	Actions and review of minutes: The June minutes could not be approved at this time as the meeting was not quorate. The works to the all-weather pitch are nearly finished. However, the LPA and Brookbanks are discussing temporary parking provisions to avoid parking on Hercules Road. The agreement with Argyll is also progressing. Judy discussed the CLT fee invoice letters to be issued by Firstport. They are nearly ready to be sent out once the Marketing Directory has been finally updated to include with the letters. Directors raised concerns over the pre-2021 transfers where there is no explicit clause and therefore the legality in relation to the request for payment. Ed will seek legal advice, and this will be discussed further at the August meeting. In the meantime, the letters will be placed on hold. A cheaper quote for a portable 1-2-1 hearing amplifier has been sought and it was agreed that it was an affordable option for the temporary building and will satisfy DDA requirements. <ul style="list-style-type: none">• Judy to chase Jenna with regards Linden representation.• Judy to email Directors for final consent to purchase the portable hearing amplifier.
4.	RIO update: Articles/Procurement/Budget: Ed had circulated Version 7 of the Governance review document. There are some outstanding issues to be discussed with Ian Sosnowski at SHDC in relation to the s.106 appendix and how much weight they carry regarding certain areas such as the voting and quorate element. The TP1 agreement had been received from the Housebuilder Directors and it was agreed by the legal advisor that the pertinent clauses would be acceptable for admitting members and paying the CLT fee. There are some other areas around the RPs that need further discussion at a meeting with Drew and Judy on the 27 th .

Andrew will attend the CLT meeting on August 16th and advise on all outstanding matters. It may be that one final meeting is required to agree the Articles. Policy documents are being drawn up in relation to GDPR, Health and Safety, Equality and Diversity, Procurement, Privacy and Safeguarding.

Ed briefly discussed the Heritage Lottery Funding bid which might include a project around pre-historic Sherford and the roundhouse. The community panel will discuss this further on the 31st and then a project plan will be drawn up for the Board to approve.

The procurement policy had been circulated and the Directors were happy with this. It will also include South Hams as a geographical area for preferred procurement areas. Amy will re-circulate and final comments to be received by Friday 28th.

Amy discussed the working groups and forthcoming events over the next few months: Community picnic on the 20th, Autumn market 7th October and Xmas market/activities 16th December. The budgetary costings have been circulated for these and the other groups, Comms and Shops/amenities. Issues over payment were discussed and Judy mentioned a Barclaycard facility that could be used. The items for the picnic would be used for future community events.

Directors were happy with these costs especially with regard to the community picnic. Amy briefly discussed the GDPR policy which will be set up along with the possibility of a CRM system.

- ***Drew and Judy to find previous correspondence from earlier Livewest meeting stating their legal position.***
- ***Judy to request Barclaycard details from Drew for future payment of approved items.***
- ***Judy to re-circulate the Budgetary costings highlighting the items for August 20th to be agreed by Friday 28th.***

5. Coordinator update:

The update had been circulated to Directors. Judy will receive updated figures from the food hub manager to review the operation.

Consents and insurance are being checked for the community picnic on the 20th August. The invoice and email have been drafted for Drew to send in relation to the 2022 S.106 monies from the Consortium.

The grants feedback form has been sent out and responses are being chased up.

The volunteers from Clarion Futures will help out at the Country Park on a day in August. They will assist with the wildlife pond project.

Judy submitted an application for the Community Business Trade-up Programme so is now awaiting a decision on interview for September.

6. Grant applications:

Two applications have been received but neither can be decided upon as the meeting is not quorate.

The first one is from the Country Park Group for £180 for a trolley and a saw. The former is needed for transporting the tools to the top of the park as it is proving difficult with the amount of equipment to get it from the volunteers' house to the park. Directors were happy with this in principle.

The second grant is from an environmental CIC based in Ivybridge that works primarily in educational settings. The request is for £1000 towards their £3k project to re-wild areas of Sherford Vale Primary School and work with the children to plant an orchard, wildflower meadow and create bug hotels, bird and bat boxes etc.

Directors all agreed that it was a substantial sum and it would need to be considered further by other Directors and a decision made at the August meeting.

- ***Judy to re-circulate the grants and request approval by email for the Country Park monies as they require the items for the volunteer day.***

7. Date of next meeting:

Wednesday 16th August at 12.30.

Meeting closed at 13.30 pm.