

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 15th DECEMBER 2023

Meeting held on Teams and at the hub at 1pm

Directors present:

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

Additional attendees:

Ed Whitelaw (RIO)

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1. Apologies: Kathryn Deeney (Plymouth City Council); 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. RIO update: Articles/Lottery Heritage Fund Ed had circulated the final version of the Articles; the tracked changes were agreed at the meeting on the 20 th September. Directors are now in receipt of the final set for agreement. Andrew confirmed that, once these final points are agreed upon, then he will tidy them up and draw up a succinct, intelligible set for distribution. Andrew talked Directors through the remaining points relating to the Membership fee, Service charge and CLT fee. These areas were discussed at length, and all agreed that there should be no index-linking for the membership fee and the service charge will not have an upper limit set. If the CLT takes on the management in the future, then an agreed limit can be set at that time. It was clarified that the CLT fee stands separate to the service charge as a fee which covers the cost of manage and running the CLT. Any changes cannot be applied retrospectively. It was agreed that Directors will pass a resolution at the next meeting to limit the CLT fee to £40pa (index-linked to CPI) for a certain number of years and there would be a policy in place to review this annually. It was stressed that Directors have an obligation to act in the best interest of the Company. It was agreed that all Directors will move forward with a vote on the final version from Andrew at the next meeting. The new Articles would then be registered at Companies House. Ed talked through the Lottery Heritage fund which the Trust is applying for. It will include a number of talks and environmental workshops, along with developing connections with local experts such as the Box and drawing up a longer-term Heritage Plan for Sherford. One more letter of support is needed and then the application is ready to send. The amount applied for is just below the £10k limit.

<p>4. Actions and review of minutes: Both sets of minutes from June and July were agreed and approved by all Directors.</p> <ul style="list-style-type: none"> • <i>Jenna and Kat have been contacted regarding the appointment of alternate SCLT Directors.</i>
<p>5. CLT fee invoices: Andrew is unable to advise properly on this matter as his insurance doesn't cover this area. The Trust needs to have a clear legal position in relation to the enforcement element of these invoices in the future.</p> <ul style="list-style-type: none"> • <i>Drew will speak to the legal department at SHDC for further advice.</i>
<p>6. Grant applications: Three applications have been received:</p> <ul style="list-style-type: none"> • The first one is from ParkLife SW in Ivybridge who are proposing a phased environmental project with the School. As requested, the lead contact had provided the breakdown of costs and how the project would be phased. They are seeking other funding for the full £3k. The application to the Trust was for £1,000. Directors approved £500 towards the project on the basis that the group can confirm that the remaining funds have been gained. • An application from residents for £115 for Santa Sleigh gifts on the Xmas weekend of the 16th/17th was approved by Directors. • An application from the OPM Rugby Group at the King George V Playing Fields was received for an unspecified amount of between £500 and £1000. Judy has asked for more information relating to the breakdown of costs, membership details and current funding. No reply has been received yet. Directors felt that the club is already established so is not in desperate need for start-up funds. Awaiting more details on their finance. • <i>Judy to notify all applicants.</i>
<p>9. AOB: Judy raised the issue of a further storage area needed at the hub. The events and Comms budgets from the Working Groups have purchased a lockable office unit for more valuable items. However, a shed is needed for larger outdoor events' items like the gazebo. The Consortium are happy to set up a plinth in a suitable location to be discussed. Drew mentioned the Skills Centre as a location for possible further use.</p> <ul style="list-style-type: none"> • <i>Drew to discuss the use of the Skills Centre with Cllr Alison Nix.</i>
<p>10. Date of next meeting: To be confirmed – Judy to ask Katharine to circulate new meeting dates for a Friday. Meeting closed at 15.45 pm.</p>