

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 19th JANUARY 2024

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); **Jenna Waters** (Vistry)

Additional attendees:

Ed Whitelaw (RIO)

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1. Apologies: Kathryn Deeney (Plymouth City 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. Louise has moved to Sherford and is now a resident homeowner as of December 2023.
3. Brookbanks update: Andy had sent through the update during the meeting so Judy will circulate afterwards. There was a note about the site visit relating to the hub toilets' blockage. Directors agreed that Judy should chase up Brookbanks on the drainage plan. There needs to be agreement about how a future blockage should be dealt with.
4. RIO update: Articles/Policy documents Ed had circulated the final version of the Articles and proceeded to go through the outstanding amendments. He discussed the definitions of 'developers' and whether additional text is needed. Jenna mentioned that Bovis and Linden all fall within the 'Vistry Partnership' as stated in the Articles. The 'estate managed areas' has been rewritten so is now fit-for-purpose in case the CLT take on any management in the future. The clauses relating to block voting on resolutions was discussed, both in relation to ordinary and special resolutions. A and B members currently hold 51% of the vote for the former and 75% under the latter. Special resolution relates to the powers and objects of the Company whilst ordinary resolutions would relate to more transactional business such as financial sign-off etc. Ed proceeded to outline the main policy documents which had been circulated to all. It was agreed that Drew would stand as a Safeguarding representative along with Judy – a statement and supporting documents will be finalized. Some training will be required for this policy area. Steven will stand as the Health and Safety representative alongside Judy; again, some training required to incorporate risk assessments. Louise will stand for the GDPR policy area. Both the Volunteer policy and Equality, diversity and Inclusion policy will be finalized and reviewed regularly as good practice dictates. Procurement policy is complete and in place. All hub policy documents need to be amended to be in line with these main ones.

- ***Ed to draw up a final Articles' version for signing off at the February meeting.***
- ***Judy and Ed will meet to finalise all policy documents and circulate. Training to be set up afterwards.***

5. Actions and review of minutes:

The minutes from December's meeting were agreed and approved by all Directors.

Jenna has now brought forward another Director to take her place; Emma Warden-Nevins, and Jenna will stand as an Alternate.

Drew discussed the new Community Development team at SHDC and the manager for this group will hopefully be able to attend the February 'away-day'.

- ***Judy will send a Director form for Emma to complete. Her details can then be added to Companies House and the Trust website; Jenna's will be removed. All future meeting invites will also be sent to her.***
- ***Awaiting confirmation from Kat on a new alternate Director for PCC.***

6. Coordinator update:

Judy updated Directors on all recent matters including the Christmas event.

She is still chasing Brookbanks for the 2022 s.106 payment. A breakdown on recent training at the Community Business Trade-up program was set out.

Judy is now running the Working Group meetings for Events, Shops and Comms with RIO's Tom Butt so she will update on these at meetings. The community panel meetings continue on a monthly basis as well.

7. Banking proposal:

Directors had received the proposal from Bromhead for the new banking software Xero and Dext. The financial software package will simply the Trust's accounts and provide a system whereby income, expenditure and grants can be easily categorized. Directors were happy for Judy to proceed with the training and implementation plan with Bromhead. This will take place end of February/March once the fees have been paid.

Jason, Steven and Drew to complete the banking forms; these will be sent to Kat for final signature and sent back to Triodos.

- ***Kat to sign the banking forms.***
- ***Drew to speak to Barclays regarding the credit limit on the Barclaycard.***

8. Grant application:

The lead for the Scratch Choir has applied for the use of the hub free of charge for 6 months on a fortnightly basis. The amount would total £300 in hub fees. The Choir contributed to a successful Xmas event and would like to continue running sessions as 20+ people are now signed up.

Directors all agreed to this application. Judy will notify the applicant.

9. AOB:

Directors discussed the CLT residents' fee. It was agreed that Firstport can now invoice these as 'in advance' payments for 2024. They will collect the fees from the respective solicitors for those completions from 2022 and 2023. There will not however be any other retrospective fee invoices. The fee invoices will go to all properties including Livewest and Clarion for their rental properties. Judy will request Firstport's enforcement policy and will ensure that no late payment fee letters are sent out. It is clear in the agreed letter that all queries are directed to Firstport. A marketing directory with all relevant contact details will also be sent out alongside the letter.

- ***Judy will circulate the previously drafted letter to Directors for agreement. To liaise with Firstport over the above matters prior to the invoices being sent out.***

10. Date of next meeting:

Friday 16th February 'Away-day' at RIO'S offices at Market Hall.

- ***Judy and Ed to draw up an Agenda and circulate.***

Meeting closed at 14.40 pm.