

COMPANY NO: 11463703

SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 16TH FEBRUARY 2024

Meeting held at 10am at RIO's offices; Market Hall, Devonport

Directors present:

Chair: Drew Powell (South Hams District Council); **Steven Williams** (Brixton PC); **Jason Allen** (Devon County Council); **Emma Warden-Nevins** (Vistry)

Additional attendees:

Ed Whitelaw (RIO)

In attendance and Notetaker: Judy Talbot (Trust Coordinator)

1. Apologies: Kathryn Deeney (Plymouth City Council); Louise Yung (Taylor Wimpey); The Board welcomed Emma to the CLT as the new Vistry Director.
2. Declarations of interest: Jason, Kat and Chair work for Local Authorities which are involved in the delivery of the new Town. Emma works for Vistry, Louise for Taylor Wimpey. Louise has moved to Sherford and is now a resident homeowner as of December 2023.
3. RIO update: Articles/Policy documents/AGM Ed had circulated the final version of the Articles. Clause 8.7 needs to be amended to 'if number of Directors fall below 3' etc. All other clauses were agreed by Directors. A written resolution will be circulated to all Directors and there must be unanimous approval from everyone. They can then be lodged at Companies House. The policy documents have now been completed and the corresponding hub policies will be brought into line with these accordingly. It was agreed that the following Directors would be allocated each policy along with Judy: EDI – Jason Safeguarding – Drew GDPR – Louise Health & Safety – Steven Complaints - Emma There will be some training to be carried out for the EDI and Safeguarding policies. Judy has been in touch with Firstport over the forthcoming fee invoice letters. She will request the Enforcement policy again. An AGM will be held later in the year – this will require data sharing with Firstport over the householder details. All members will be able to attend but only those who have paid the fee can vote and be elected to the Board. Judy will invite a Firstport representative to attend the March meeting to discuss next steps. The Articles will need to be registered and adequate time for setting up the procedures for the AGM along with advertising will need to be given. <ul style="list-style-type: none">• <i>Ed to circulate Articles with Memorandum for signature from all Directors. To be lodged with Companies House.</i>• <i>Policy documents to be finalized and training set up.</i>

- ***Judy to invite Firstport to March meeting and obtain Enforcement Policy.***
- ***Ed to circulate RIO's year-ahead work plan.***

4. Actions and review of minutes:

The minutes from January's meeting were agreed and approved by all Directors. It was noted that Kat still hasn't appointed an alternate Director so Drew and Judy will chase again.
Drew to try to increase the banking limit for the Barclays card.

5. Coordinator update:

Judy updated Directors on all recent matters including the previous issues with the hub drainage. This is now being regularly monitored and reviewed.
Judy has still not received a reply from Brookbanks with regards the s.106 monies from 2022. These were invoiced last August and are still being chased.
The fee invoice letter was discussed; a draft letter and marketing directory had been circulated to Directors and relevant amendments made. The Trust is now awaiting Firstport to update their householder database so that it incorporates all householders including Registered Providers.

Next planned events include Sherford Day on 6th April and a possible Farmer's Market in June. The possible use of the Skills Centre was discussed as this building is believed to be empty now following previous course funding ceasing. Directors discussed the issue of available space and the Local Centre. It was agreed that Ian Sosnowski should attend the March meeting in order to discuss the Centre and possible talks with the proposed developer for the Scheme.

A training session with Bromhead is planned for March to install and operate the new financial software.

The Trust have just received another £1k from the CBTu programme as this year's quarter's trading income has increased from last years. An update was given on the programme's sessions to date.

- ***Drew and Judy to continue chasing Brookbanks for the s.106 monies.***
- ***Judy to continue liaising with Firstport over the forthcoming CLT fee invoices.***
- ***Judy to arrange for Ian to attend the next meeting to discuss the Local Centre.***

6. Banking:

Drew circulated the banking forms to Steven and Jason to complete. These can then be signed off and sent to Kat for final signature.

- ***Drew, Steven and Jason to complete forms and send to Kat.***

7. Grant application:

A grant application from Friends of the Country Park Group was submitted for £220 to purchase a 6-panel folding display unit. This will be used at future events by the Group. Directors approved the application.

- ***Judy to notify the applicant.***

8. Date of next meeting:

Friday March 15th at the usual time of 1pm.

Meeting closed at 11.45 pm.