

Trustee Board Meeting – Minutes – 11.09.25

Location: Zoom Virtual Meeting

Present:

Robin Swanson	(RS)
Frank Danks	(FD)
Susan Meister	(SM)
Lynne McCallum	(LMc)
Alison Rich	(AR)
Paul Swanson	(PS)

Apologies:

Scott Horsley	(SH)
Tim Foddy	(TF)

The meeting was opened at 1302 by the chair (RS) who welcomed all present and thanked everyone for their attendance.

Item 1.

Trustee declarations of interest.

The Board members were requested to declare any personal interest in any of the agenda items for this meeting. Such a declaration would restrict the individual to discussion and information only and prevent them from voting on any decision-making concerning policy or allocation of assets. No declarations were made by the attendees.

Item 2

The minutes of the previous Trustee Board meeting on 31.07.25 had been circulated to all Trustees prior to this meeting for review. Those minutes were reviewed and accepted as a true record by all who attended. The minutes were signed accordingly by the Secretary on the behalf of the Chair.

Item 3.

The Secretary (FD) provided an update on the current status of the Trust Current and Deposit bank accounts. The total in both was £8846.11 with no concerns or outstanding issues. The Trust remains financially solvent with a small surplus.

Item 4.

A number of new membership applications had been received and had been circulated prior to the meeting for Trustee review. Three were formally approved for full membership by unanimous vote and two rejected. The Secretary (FD) committed to contact all applicants and process the successful applications and issue Share Certificates.

Action: FD

Item 5.

The KCLT AGM is scheduled for 23.9.25 and the draft agenda, which follows a successful format, was presented for discussion and Board approval. The agenda was approved unanimously.

Item 6.

A Trustee (AR) has volunteered to take on the focal point role for the administration of Trust policy. This now includes close liaison with the ECDC CLT advisor who has provided considerable support with the Trust's application for Registered Provider status which calls for a robust suite of policy documents. The bulk of the policies have now been completed and there remain several at the draft stage which will be subject to review and approval over the next few months as each document becomes available. Completed policy documents will become available on the Trust website.

It is anticipated that the full suite of necessary policy documentation will be completed before Christmas well in advance of the RP Application deadline in late January 26.

Item 7.

The Board discussed the Trust plans for the sale of the 4 Self-Build plots. This was previously discussed in July 2021 but at that time no definitive policy was agreed. The 4 plots had been included in the original development plan to provide capital to aid cashflow in the early days of Trust activity and were not intended to follow the affordable description. It was agreed that the plots would be offered for sale at market value to obtain maximum return. There is a possibility that they may be subject to Capital Gains when sold but that is currently unclear. The plots would be offered primarily to the KCLT membership followed by other local applicants. It was agreed that they could be advertised in the "Build It" magazine at no cost if necessary.

Item 8.

The Webmaster (LMc) reported that the current format of the Trust website will require change to a more up to date and professional format probably within the next year. It would become necessary to handover the administration of the website to someone experienced or outsourced to a service locally. Currently finances will not allow the additional expense this may create but this situation should improve over the next year as rental income increases from further houses.

It was proposed to raise the issue at the forthcoming AGM to establish if there is a member who may be able to provide a service.

Item 9.

(FD) advised that there had been developments on the issue of the installed Solar Arrays. Bellway have now provided the documentation necessary for a successful application to a SEG Licensee for SEG Tariff for the houses handed over to the Trust by Bellway. This has taken a period of 6 months during which time the potential revenue for the first 4 units has been lost. Ashberry has still to provide the necessary documentation for the 2 houses handed over.

(FD) committed to re-visit the application process for the 8 Bellway provided units to initiate tariff return.

(RS) committed to request a letter from the CLT Solicitors to prove ownership.

Action: FD

AOB.

- Units 305-308 in Jackdaw Way are scheduled for handover on 12.09.23. There remain several minor snagging issues but because of planned tenancy occupation the following week there is no flexibility to slip transfer.
- A meeting with the former landowners is planned for 1830 on Monday 15th September.
- Following handover of the public open spaces scheduled for late September, the Board agreed to commence charging the agreed management fee for each occupied house on the development from 1st April 2026 with future occupations being charged on a pro rata basis from the date of occupancy.

Frank Danks – KCLT Secretary.