

Trustee Board Meeting – Minutes – 31.07.25

Location: Zoom Virtual Meeting

Present:

Robin Swanson	(RS)
Frank Danks	(FD)
Susan Meister	(SM)
Tim Foddy	(TF)
Lynne McCallum	(LMc)
Alison Rich	(AR)

Apologies:

Scott Horsley	(SH)
Paul Swanson	(PS)

The meeting was opened at 1303 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 meetings on 12.02.25 & 10.03.25 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 Treasurer (TF) provided an update on the current status of the Trust bank accounts. The total in both was £7281.80 with no concerns or outstanding issues.

Accounts management is now provided by the Trust's accountants utilising the Xero system which administers cashflow utilising data from the bank accounts. The Board discussed the issue of cash payments, particularly membership fees paid in coin and deposited in petty cash by the treasurer which are not captured by the Xero system automatically. There is a need to reconcile these payments to provide a check on share capital and accurate membership numbers. The chair (RS) committed to make contact with the accountants and explore methods of keeping cash up to date and reconciled.

Post Meeting note from RS: Cash payments can be entered into Xero manually and the outstanding cash holdings have now been entered into Xero retrospectively.

Action: RS

Item 4.

A number of new membership applications had been received and three had been circulated prior to the meeting for Trustee review. All three were formally approved for full membership by majority vote. The Secretary committed to process the applications and issue Share Certificates.

Post Meeting note from FD: Two additional applications were received by hand delivery later than the meeting on the same day. The Secretary (FD) circulated the applications by e mail for Trustee review and approval for formal approval planned for the next Board meeting. The applications were approved by a majority vote and the applications processed as above.

Item 5.

Tenders had been invited from 3 contractors for the maintenance and upkeep of the open spaces shortly to be handed over to the Trust. The chair (RS) detailed the returned tenders which had been carefully reviewed to ensure due diligence and following discussion the Board selected, by unanimous vote, the successful contractor. The Secretary was instructed to write to the applicants and advise each one of the tender results.

The Village Pond will not be included at this stage due to ongoing issues with sustainability which have to be resolved before the Trust accepts the pond and surrounding area. The contract start date remains unknown until contacts are completed. **Action: FD**

Item 6.

The chair delivered an overview of the current status of the development contracts as follows:

- Affordable Housing – completed
- Open Spaces – completed
- CLT Building – completion in next round of contract negotiations
- Self-Build – Completion in next round of contract negotiations
- Allotments – Specification settled. Completion in next round of contract negotiations
- Health Care – Delayed until phase 2

Item 7.

The application for Registered Provider status had been submitted some months ago as part 1 of a 2-part process. Debbie Wildridge at ECTC is the focal point for CLTs and has provided considerable support and input with the application particularly with additional policies required for the application. Currently a number of policies are in the pipeline which will require approval and addition to the Trust website before the deadline for the current application stage in late September.

A Trustee has identified a possible issue with some of the current policies which place an obligation on KCLT to collect, monitor, review, report & act on diversity data. There is a possible question over whether this data is collected so the Trust may be promising to do something which it is not able to do. The policies in question needs to be reviewed and amended to reflect reality.

(AR) volunteered to review and suggest alternative wording to ensure clarity and compliance.

The Trustees had reviewed the proposed Domestic Abuse Policy and this was unanimously approved for inclusion in the Trust's suite of policies.

Item 8.

The Secretary (FD) provided an update on the issues previously identified with the PV Solar Arrays installed in Trust properties. There remain 2 areas of concern:

- There has to date been no handover of the solar arrays during each house handover which has resulted in one of the Bellway units being non- operational. It is now proposed that the functionality of each array is checked during the snagging process and defects raised if applicable.
- Despite a total of 6 applications to a SEG Licensee for a tariff as a generator all have been rejected because the regulation process had not been followed by both the installer and Bellway / Ashberry. Remedial action has now been

identified and it is anticipated that this issue will be resolved by mid-August for the Bellway units and September for the Ashberry units. Once this protocol has been established no further issues are anticipated when applications for tariff are made for the 6 houses in ownership and all future units.

Action: FD

Item 9.

The chair (RS) presented the background leading to the current situation with the transfer of the CLT Office building which is nearing completion and handover once the transfer and contract are agreed. It is only very recently that the Trust was made aware that the building had been funded by the previous landowner and that covenants and restrictions on use had been placed on the building.

It had previously reluctantly agreed that, in the event of the CLT folding in the future, the ownership of the building would revert to the previous landowner. The likelihood of this situation occurring is considered highly unlikely but should be kept in mind.

Within the contract there is a covenant which prevents the Trust objecting to changes in the planning conditions for the Care Home and Enterprise Zone. This covers only the current planning conditions for these areas and will not apply should the areas revert to housing when there will be no restrictions on objecting to any planning applications.

There was also a proposed restriction on the use of the facility for third party rental. This has now been clarified and modified to allow rental of the meeting room and toilet and kitchen facilities on an ad hoc basis with restrictions on the frequency of use. Of contracts There will also be a requirement for KCLT to inform the landowner retrospectively of who has rented the building.

Item 10.

(SM) presented to the Board her proposals for future Community Engagement based on her experience in this field in the past. This initiative was welcomed as a positive move to both integrate the development into the wider community and generate active community activity going forward.

AOB.

- Snagging on the next tranche of houses is anticipated for 13.8.25,
- There is a VTC on 11.8.25 to discuss the handover of the Open Spaces. The Village Pond will not be included in this handover and will not be accepted until the existing issues with sustainability are remedied.
- The Mayor of Peterborough and Cambridgeshire is in the area on 30th September and will be visiting the development.
- The 2025 AGM is scheduled for 23.9.25 in the K&K Village Hall at 1900.

- The next Board meeting is scheduled for 11th Sept to agree the AGM agenda and formally approve the additional policies for the RP application.

Frank Danks – KCLT Secretary.