

Trustee Board Meeting – Minutes – 31.08.2022

Location: Zoom

Present:

Robin Swanson (RS)
Frank Danks (FD)
Paul Swanson (PS)
Tim Foddy (TF)
Lynne McCallum (LMc)
Peter Johnson (PJ)
Susan Meister (SM)
Scott Horsley (SH)

The meeting was opened at 1903 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.

(L.Mc) declared a personal interest in Item 8, the Self- Build plots with a possible interest in Shared ownership properties.

Item 2

Previous Meeting Minutes

The minutes of the previous Trustee Board meeting on 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.

Finance

(TF) presented the current financial status to the Board. Despite considerable expense since the previous meeting, the Business Account is reasonably healthy with adequate funding to pay outstanding legal fees.

Item 4.

Triodos Funding Application

The Chair (RS) reviewed the background of the application and the interface with the Pamwin financial model. Due to the requirement to pay a non-utilisation fee over the period prior to drawdown of funding to finance property purchase and the absence of funding to cover this, it had been necessary to suspend the application until a point nearer to actual drawdown. The recent and potential future increase in interest rates will impact upon funding availability but Triodos remain supportive and have been very helpful thus far. In the medium-term alternative funding opportunities may be available and will be explored. Funds previously paid to Triodos have been returned to the Trust and handed back to the original funding provider.

Item 5.

2022 Annual General Meeting

The Secretary (FD) presented the proposed agenda for the AGM at Kennett Village School on 14th September 2022. Trustee who had been identified to present agenda items confirmed their agreement to do so. (SH) agreed to make space available for poster display at the school on the evening of the meeting. Secretary (FD) to laise with (SH).

Action – (FD)/(SH)

Item 6.

Following detailed professional advice Board members have undertaken the production of additional governance documentation based on input from the Trust's legal advisor and documentation from the Trust's Registered Provider Consultant.

Each policy document was produced by a lead trustee supported by a second trustee to ensure accuracy and compliance with existing policies. The documents had been circulated to all Board members in advance of the meeting for their review and each of the policies were presented in turn by the lead trustee to clarify and explain any areas of concern. In addition, the Chair stated that the Trust's formal Annual Report was close to completion with additional data to be added

1. KCLT Admission of New Members Policy – Approved
2. KCLT Appeals and Complaints Policy – Approved
3. KCLT Environment and Sustainability Policy – Approved
4. KCLT Equality, Diversity & Inclusion Policy – Approved

5. KCLT Statement of Secretaries' Responsibilities – Approved
6. KCLT Anti-Bribery Policy – Approved
7. KCLT Health & Safety Policy – Approved
8. KCLT Repair & Maintenance Policy - Approved
9. KCLT Statement of Treasurer's Responsibilities – Approved
10. KCLT Trustee Handbook and Governance Policy – Approved.

Item 7.

Allotments Strategy Update

(TF) advised the Board that (PJ) had researched and produced a comprehensive strategy proposal but the strategy was still incomplete and further input was required. It was agreed to carry this item forward for discussion at the next Board meeting.

Action (TF)

Item 8.

Self-Build Housing Strategy

(LMc) updated the meeting on the strategy status. Information from ECDC was still awaited to confirm the actual number of plots to be available. The strategy on sale of these plots is yet to be decided with 2 potential options:

(L.Mc) has produced these options to reflect both the best financial return to the Trust and saleability to prospective purchasers. These were presented with the merits of each option clarified but it was agreed to await confirmation from ECDC before a decision on the most beneficial layout could be agreed. To be carried forward to the next Board meeting.

AOB

(SH) the School Head had, prior to the meeting, advised the Board on the response of the school Project Team to KCLT's comments and expectations with the school build. He provided further background and information at the request of the Board. The response from the Project Team was considered both disappointing and below the standards expected for the development in general. (LMc) listed the areas of concern and (SH) agreed to arrange a meeting with the Project Team to discuss the issues raised. (LMc) and (TF) committed to attend on behalf of the Trustee Board.

Action – (SH), (LMc), (TF)

The Chair (RS) advised that changes had been made to the design of the CLT Office following Consultee comment. A car port would now be provided attached to the building which would affect the light availability in the office. The Developer has committed to redesign the window arrangements and to re-submit the design for approval.

The Chair (RS) advised that Reserved Matters Approval was anticipated in late October.

(LMc) advised that following the Trust's web site provider renewal the fee had increased to £150. The increase was approved and (LMc) committed to make the necessary payment and claim expenses to cover the cost.

Action – (LMc)

There being no further business, the meeting was closed at 2045.

Frank Danks – KCLT Secretary.

DRAFT