

Trustee Board Meeting – Minutes – 15.08.23

Location: Zoom

Present:

Robin Swanson (RS)

Frank Danks (FD)

Paul Swanson (PS)

Peter Johnson (PJ)

Susan Meister (SM)

Apologies:

Tim Foddy (TF)

Lynne McCallum (LMc)

The meeting was opened at 1706 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 needed.

Item 2

Previous Meeting Minutes

The minutes of the previous Trustee Board meeting on 27.06.23 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.

Due to the absence of the Treasurer (TF) the Secretary (FD) committed to provide an update of the financial status in the meeting minutes.

(Post Meeting Note: The Financial status on 16.08.23 was £12,940.13).

Action: (FD)

Item 4.

Two additional Policy documents, Whistle Blowing and Grievance and Complaints, had been produced by SM & FD and circulated to the Trustees in advance of the meeting. Both documents were unanimously approved and issued as versions 1.0. The Chair reminded Trustees that there were other policy drafts that were awaited by 31 Aug 23 if possible.

Item 5.

The Chair (RS) presented to the Board an overview of the roles of the Employer's Agent and the Clerk of Works. It is proposed to utilise these two roles during the construction phases of the CLT houses following a suggestion from the developer. (LMc) had provided a detailed description of both roles to the Board members in advance of the meeting. (LMc) offered to take on the Employer's Agent role and has identified a professional who is a potential volunteer and extremely experienced in the practical and contractual nature of construction and who would be an asset to the team. His time would be on a voluntary basis.

(PJ) advised that he knew of a possible alternative to undertake the Clerk of Works role should it become necessary.

Item 6.

The Chair presented the most recent status update on the Contracts and Transfers and committed to forward detail prepared by the Trust's Solicitor by e mail to the Trustees. Progress to date had been slow particularly from the Bellway solicitors. It is now anticipated that completion of the Contracts and Transfers will be in late September. The Chair advised that a Timeline document, circulated to the board members, identified the various steps and actions going forward and invited additions and feedback.

Action (RS)

Item 7.

The Secretary (FD) reviewed the proposed agenda for the Annual General Meeting scheduled for 05.09.23. The individual items were explained and presenters identified. The three officers would present the majority of the items. It was suggested that drawings and house type plans be made available for viewing. Administration of the event was agreed and Trustees requested to attend at 1830 on 05.09.23.

The Secretary (FD) revisited the Rules change proposal agreed at the previous Board meeting and committed to present this at the AGM.

AOB

(PJ) advised the Board that there had been an issue with Bellway contractors who had caused some damage on the Dane Hill Farm access and property. He advised that following communication with cooperation by Bellway staff on site, the situation had been remedied and additional signage installed to prevent further inadvertent access onto private property.

The Chair (RS) and Secretary (FD) reported on a recent meeting with the Trust's accountants, Fordham Finance Group, to discuss potential tax implications with the sale of the Self-Build plots. FFG committed to write to HMRC to clarify the potential taxation situation. It may become necessary to offer the plots at a discount below market value to demonstrate and emphasise the Trust's charitable position. A decision on this will be presented to the Board once a response is available from HMRC.

There being no further business, the meeting was closed at 1756.

Frank Danks – KCLT Secretary.