

**Trustee Board Meeting – Minutes – 24.02.26**

**Location: Zoom Virtual Meeting**

**Present:**

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

**Apologies:**

Scott Horsley (SH)

The meeting was opened at 1304 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. The attendees made no declarations.

## **Item 2**

The minutes of the previous Trustee Board meeting on 07.01.26 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 status of the Trust Current and Deposit bank accounts. The total in both was £483,233.72. The bulk of this capital will be utilised soon to service current loan repayment and for legal expenses after which the Trust's financial status will continue to be solvent with an anticipated surplus.

## **Item 4.**

On 3.02.26 Trustees were requested individually by e mail, following financial advice, to decide whether to go for a variable or a fixed rate, on this occasion for a period of 5 years, for the next tranche of mortgages. The Board voted unanimously to go for the fixed rate. This was ratified for minuting at this meeting.

## **Item 5.**

On 29.01.26 Trustees were advised by e mail of the proposed rental increases from 01.04 26 in accordance with the Rental Policy. The Board voted by a majority decision to approve the proposed rental increases. This was ratified for minuting at this meeting.

## **Item 6.**

The first tranche of the public open spaces is due to be adopted by the Trust soon. Management fees will be due from all occupants from 1<sup>st</sup> April and to administer this, letters have been drafted to advise the occupants of the information to initiate payment. The three stage letters, initial, reminder and final, were reviewed by the Board and with one revision approved for use. It was further agreed that letters would be delivered by postal drop to ensure that each occupant received them.

## **Item 7.**

The Secretary (FD) presented two new membership applications for Associate membership. The applications were approved by a majority vote. The Secretary (FD) committed to process the applications and issue Share Certificates.

**Action: (FD)**

## **AOB.**

The role of Office Administrator has been advertised and has attracted several applications including two from agencies. It was decided to initially process individual applications before the agency interest. An interview panel consisting of (RS), (FD) and (AR) was agreed with interviews planned within a few weeks.

The Treasurer (TF) advised the Board that the bank account with ALICA has been closed, and the balance transferred to the Lloyds Bank account.

(SM) presented a high-level overview of an electronic personal data storage system used locally in the school which had been suggested by (SH) the headmaster. This system is highly recommended and will be investigated further.

### **Action: (SM, (SH)**

The Secretary (FD) advised, that following a review of the Allocation Policy, the appendix covering points allocation for membership were no longer applicable and proposed that this should be updated. The Secretary committed to e mail the proposed change to the Board for their information and approval.

### **Action: (FD)**

*Post Meeting Note: - The revision was unanimously approved by e mail and the Policy document updated and circulated to all users for future application.*

The 4 Self-Build plots are expected to be handed over to the Trust in July. Advertising for onwards sale was discussed and (LMc) suggested using a free advertising service. There remains a question over the disposal of the plots, and this will be carried over to the next Board meeting. There has been interest previously within the membership and the Secretary committed to contact the members to see if they were still interested.

### **Action: (FD)**

Options on the snagging process for the next group of completions were discussed. (LMc) advised caution and the use of experienced individuals.

There being no further business the meeting was adjourned at 1424.

Frank Danks – KCLT Secretary.