

Trustee Board Meeting – Minutes – 27.07.21

Location: Zoom Virtual Meeting

Present:

Robin Swanson (RS)
Frank Danks (FD)
Paul Swanson (PS)
Tim Foddy (TF)
Lynne McCallum (LMc)
Geoff Greaves (GG)
Susan Meiser (SM)

Apologies:

Peter Johnson (PJ)

The meeting was opened at 1903 by the chair (RS) who welcomed all present and thanked everyone for their attendance.

Item 1.

The minutes of the previous Trustee Board meeting on 19.05.21 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 by the Secretary for the Chairman accordingly.

Item 2.

The Secretary (FD) advised the Board of the requirement to hold the 2021 AGM by the end of September, 6 calendar months from the completion of the Trust's financial year. The Board agreed to hold the AGM in Zoom format on 9th Sept 2021 which would allow sufficient time for preparations to be completed and the membership given the required 14 days notice.

Item 3.

The Allocation Policy posted on the Trust's website has the data in Appendix 1, the points table, redacted for security reasons. It was decided to post this data in full for reasons of transparency and L.Mc committed to post a revised version.

Item 4.

The Secretary advised the Board that the Trust's application for Registered Provider would be subject to the Trust being able to demonstrate compliance with a number of Standards defined by the Regulator. The primary Standard to be considered is the Governance and Financial Viability Standard and the Board approved adoption of the Confederation of Co-operative Housing Code of Governance which is in full compliance with the required standard. The Standard was formally adopted on 27.7.21.

Item 5.

An element of the Trust's Business Plan is the inclusion of a system of Risk Appraisal and Assessment. A Risk Register had been developed and populated by the Chair and Secretary and this was shared with the Trustees. The Board agreed to include this as an element of the Business Plan and utilise the document at all key stages as the Trust advances through the process of acquisition of the property portfolio and the management of the estate.

Item 6.

Another key element of the Business Plan is the Trust's Communication Plan. GG had reviewed the original Communication Plan and presented modifications and updates to reflect the current status. The Board discussed the current name of the development proposed by PGH and agreed that the Trust would refer to KCLT Affordable Homes in future dialogue. The Communications Plan is the Trust's plan and should not be influenced by the developer's marketing strategy. All Trustees were requested to contribute their opinion and minor changes made to the text. The resulting plan was agreed to be included in the Business Plan.

Item 7.

All Trustees were invited to state their preference for the format of Board meeting in the future. There was unanimous agreement to continue with the Zoom format.

Item 8.

(SM) proposed an invitation to provide input from the membership and the community in general for the management of the landscaped areas of the development which will be managed by the KCLT. Involvement of the Parish Council is considered important in the process and an approach by Trustees who are also Parish Council members is planned to initiate involvement.

Community involvement will be highlighted in the forthcoming newsletter. A focal point for the Allotments will be sought and (TF) volunteered to take on the role of Focal Point for the Allotments initially to set things up before handing over to another.

(SM) proposed that local businesses be approached for financial support to enhance the landscaped areas and volunteered to initiate this at the appropriate time. When this initiative commences, it was also agreed that it would be worthwhile trying to enhance CLT membership from business employees and promoting expressions of interest for KCLT affordable housing.

Item 9.

(LMc) updated the Board on the status of the technical specifications' discussion with PGH. A further meeting is planned for 4th August to continue the process.

AOB

- The Community Housing Fund has yet to be launched. The funding for the Registered Provider application can and will be included. The administration of the fund will be in two phases, the first initial applications in August with funding becoming available in October/November to successful applicants. It is hoped that the fund will be extended beyond March 2022.
- The Chair (RS) advised that funding for legal advice to cover Stamp Duty Land Tax will be included in the Community Housing Fund Grant application.
- The Secretary (FD) advised that a further spurious penalty demand had been received from HMRC. This has been passed to the Trust's accountant to make contact with HMRC and resolve the issue.
- (TF) requested that the possibility of Trust involvement in further community possibilities; to be discussed at the next Board meeting.

There being no further business, the meeting was closed at 2028.

Frank Danks – KCLT Secretary.