

**Trustee Board Meeting – Minutes – 14.01.2020**

**Location:** 22 Station Road, Kennett

**Present:**

Robin Swanson	(RS)
Frank Danks	(FD)
Paul Swanson	(PS)
Tim Foddy	(TF)
Lynne McCallum	(LMc)
Peter Johnson	(PJ)
Geoff Greaves	(GG)

The meeting was opened at 1900 by the chair (RS) who welcomed all present and thanked everyone for their attendance.

The minutes of the previous Trustee Board meeting on 01.10.19 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.

The selection of the date of the next Annual General Meeting was discussed. The Secretary (FD) advised that the Rules dictate that each Annual General Meeting has to be held within 6 months of the Trust's year end date. The year end has been recently changed from 4<sup>th</sup> November to 31<sup>st</sup> March in order to comply with the Financial Conduct Authority requirements and annual returns. It was proposed to change the date of the next AGM to reflect the change and the possible window would now be within 6months from 31<sup>st</sup> March.

The last AGM took place in early May and it was proposed to hold the next AGM around a similar date in 2020 after all financial transactions for the year had been concluded, FCA returns completed and audited Trust accounts available. This was agreed unanimously.

The Board reviewed a new membership application. The applicant was considered to be ideal for membership and the Board unanimously agreed to accept the application. The Secretary committed to make contact, advise membership status and issue a Share Certificate in accordance with Trust Rules and practice.

**Action: FD**

An update to the membership by e mail was proposed. This to include:

- The status of the Planning Application for Kennett Garden Village with approval anticipated for early February.
- Advise of a Community event to be held in the Village Hall on 7<sup>th</sup> March. The objective is to advise the entire community of the proposals and time frame for construction of Kennett garden Village and detail of the Trust's involvement in affordable housing for rental, shared ownership and self-build.
- A request for additional members to join the Trustee Board.
- The anticipated requirement for membership input into future Trust decision making and the administration of housing allocation.
- A reminder to all members of the new Trust website and Facebook details.

The Community Housing Fund Grant was reviewed. The Chair (RS) covered the historical events leading to the eventual award of Grant Funding in December and the delays along the way which has impacted on the availability of funding which expires on 31<sup>st</sup> March.

Drawdown of funds is subject to the definitive milestones. These were reviewed and a proposed spending strategy to make the best use of available funds discussed. It is anticipated that a considerable underspend is likely based on the current timeframe but unless the Fund is extended beyond the anticipated expiry date of 31<sup>st</sup> March the Trust's focus has to be on the best utilisation of funding in the period available. The Board reviewed the spending options available in the worst-case timeframe and decided to prioritise the focus on viable areas and allocate Trustees to assume the role of Focal Point for each area.

The following areas were identified as priorities for spending and Focal points for each identified as follows.

- Business Plan and Financial Assessment – TF.
- Community Involvement – GG & PJ.
- Board Member Training – PS.
- Housing Needs Survey – L.Mc

**Action:** TF, GG, PJ, PS, L.MC

**AOB**

The need for additional Trustees was re-visited. It was decided to add a request for additional Trustees to the Membership update. It was considered advantageous to target ladies and to also suggest that Trustee Board Meetings could be scheduled to accommodate those who may have time available during the day as opposed to evenings. This may have the effect of attracting members who had children at school.

There being no further business, the meeting was closed at 2024.

Frank Danks – KCLT Secretary.