

Kennett Community Land Trust

Trustee Board Meeting – Minutes – 01.10.19

Location: 22 Station Road, Kennett

Present:

Robin Swanson (RS)
Frank Danks (FD)
Paul Swanson (PS)
Lynne McCallum (LMc)
Geoff Greaves (GG)

Apologies:

Tim Foddy (TF)
Sheila Taylor (ST)
Peter Johnson (PJ)

The meeting was opened at 1902 by the chair (RS) who welcomed all present and thanked everyone for their attendance.

The minutes of the previous Trustee Board meeting on 11.07.19 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 Board reviewed two in number new membership applications. Both applicants were considered to be ideal for membership and the Board unanimously agreed to accept their applications. The Secretary committed to make contact and advise their membership status and issue Share Certificates in accordance with Trust Rules and practice.

Action: FD

The Chair (RS) presented an update to the Board on the status of the Trust's application to the Community Housing Fund for grant funding. The application has now been approved

subject to due diligence checks required to confirm the identity and addresses of the Trustees.

Trustees had been requested, prior to the meeting, to provide personal documentation to enable due diligence to be completed. The Secretary collected the documentation and committed to process copying and certification utilising the Post Office certification service the following day and to return personal documentation promptly.

The Board were advised that this funding source was only available until 31st March 2020 and the original application had been initiated back in March 2019. This has had the effect of shortening the period available for use of the funds. It is hoped that this particular round of Community Housing Fund funding will be extended beyond the cut-off date and because of this the Board prioritised Trust funding requirements to ensure the most efficient utilisation of funds available.

The actual process of drawing the funds is not totally clear and it was decided to enlist the assistance of CLT East to provide an explanation of the process and advise potential consultation sources.

Action: RS

The Secretary advise that the upgrade of the Trust's membership of the National Community Land Trust Network had been completed and that Kennett Community Land Trust now had Membership Plus status which provided addition protection benefits to Trustees, Members and the Trust.

The Secretary advised the Board that the Memorandum of Understanding between the Trust and ECDC/PGH was now formally in place and copy of the signed document made available.

GG presented two initiatives for possible inclusion in the Trust's Housing Management Strategy which were discussed and considered positive for consideration as the Housing Allocation Strategy is developed as the process advances.

L.MC provided an update on the Trust Web Site status. The web site is now live and may be accessed at www.kennettclt.org. There remains minor additional material to be included but the site now represents a good source of information about the Trust and is available to both members and the general public. Links to the Trust's Facebook site and membership application documentation are available from the site.

The Board reviewed a draft article for publication in local media and the draft format of a circular update to the local community, both of which had been circulated to Trustees prior to the meeting. Additional material for inclusion was suggested and further review agreed before completion.

AOB.

The Secretary advised that the AGM should be held shortly after the anniversary date of the initiation of the Trust – 04.12.19. A number of trustees were due to retire in accordance with the three-year requirement. All Trustees affected have indicated their agreement to continue in the role and re-election is necessary.

The board agreed that the AGM should be held in early December and the Secretary actioned to arrange a suitable date.

Action: FD

There being no further business, the meeting was closed at 2019.

Frank Danks – KCLT Secretary.