

Kennett Community Land Trust

Trustee Board Meeting Minutes – 26.7.16

Location: 22 Station Road, Kennett

Present:

Robin Swanson (RS)
Frank Danks (FD)
Paul Swanson (PS)
Darren Watson (DW)
Tim Foddy (TF)
Cheryl Jowett (CJ)
Lynne McCallum (LMc)
Debbie Wildridge (DW)

Apologies for absence: Sherine Awadallah

Agenda

1. National CLT Network Model Rules – Overview and amendments D.W.
2. Associate Member Board Participation – Clarification of rule and agreement R.S.
3. Brainstorm items – revisit and review – prioritize All
4. AOB All

Minutes

The meeting was opened at 7.30pm by the Acting Chairperson who welcomed all shadow board members present and Debbie Wildridge of Palace Green Homes.

For reasons of practicality item 2 of the agenda was covered initially.

- **Associate Member Board Participation – Clarification of rule and agreement**
 1. Clarification on the status of Associate Members and Board duties had been sought and, following consultation with the solicitor, the situation is, that providing the board and CLT are content, an Associate member can be a member of the board with full voting rights.
 2. LMc brings considerable skills and expertise to the board and it was proposed by CJ and seconded by FD that LMc be a full member of the Trustee Board with full voting rights. The proposal was carried unanimously.

- **National CLT Network Model Rules – Overview and amendments**
 1. The National CLT Network Model Rules Document had been circulated to board members for review and comment.
Clarification on a number of queries had been sought from legal advisors and a satisfactory response received.
 2. The only proposed change to the Model Rules was the definition of “Local Authority”. For the purposes of Kennett CLT this is to be defined at ECDC level with the Kennett Parish Council at a lower level and not subject to “Local Authority” requirements.
 3. The Model Rules call for the utilization of several items of documentation. In the absence of model examples it was proposed to design any documentary needs within the board for local use.
 4. The secretary’s address - 66, Station Road, is to be the address used for registration purposes.
 5. Photo ID and address identification was provided by all members present and the FCA form completed for registration. The absent member, **SA**, has to enter her details and sign the document when available.
 6. The CLT Handbook has been received and has been circulated around the board for familiarization.

7. DW provided additional documentation from the Placemakers – JTP, the Town and Country Planning Association and a sample development proposal from Chipping Ongar for additional familiarization.

Brainstorm items – revisit and review – prioritize

1. The Brainstorm list was revisited and reviewed. The possible requirement for ranking and prioritization was discussed.
2. Following a review the current list was considered to be suitable for presentation to the membership for approval.

• AOB

1. Discussion around the ongoing involvement of the membership – it was agreed to include the brainstorming items in a presentation at a membership meeting planned for the near future to advise and update the membership on the status of the CLT and forward planning and developments.
 2. The recent village survey is currently being collated and analyzed. It was proposed that on completion the data is forwarded to the membership by “e” mail and by hard copy where necessary.
 3. Discussion around the co-opting of the school headmistress to the board to provide professional expertise. All agreed that this would provide benefit to the board should the head be in a position to join in a co-opted capacity.
 4. Formal vote for the positions of Chairperson and Secretary.
Chair – Robin Swanson proposed by FD, seconded by DW – carried unanimously.
Secretary – Frank Danks proposed by RS, seconded by CJ – carried unanimously.
1. The timing of the next meeting will be decided following the completion of the village survey. This will then allow a further decision to be made about the production of a presentation to the general membership.

There being no further business, the meeting was closed at 9.14pm.

Frank Danks (Sec- Kennett CLT)