

<b>Kennett Community Land Trust</b>
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## **Trustee Board Meeting – Minutes – 02.09.20**

**Location: Zoom Virtual Meeting**

### **Present:**

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

The meeting was opened at 1902 by the chair (RS) who welcomed all present and thanked everyone for their attendance. This Zoom format meeting would be subject to possible time constraints making it necessary to log in again after the initial 40-minute period. This meeting method has been satisfactory during the isolation period and is likely to continue for the foreseeable future.

The minutes of the previous Trustee Board meeting on 26.06.20 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. It was noted that Archived Minutes were not yet available on the Trust's Website. The Webmaster (L.Mc) advised that this was work in progress and would be completed within a few days. The Secretary committed to provide the minutes needed in pdf format.

Post Meeting Note: - This action was completed on 06.09.20.

Three new membership applications had been received since the previous meeting, two Full Membership applications and one Associate Membership application. All three were reviewed and all applicants considered to be fully acceptable. The Secretary committed to advise the applicants of the Board decision and issue Share Certificates.

Post Meeting Note: - This action was completed on 04.09.20.

A member had contacted the Board to offer his services as a Trustee. (GG) provided a detailed background of the member including his work history and the potential skills that he would bring to the Board. The Board unanimously agreed to invite the member to join the Board on a Co-optee basis initially with a view to a full Trustee vote at the next AGM.

Action: - Secretary (Completed 03.09.20)

The possibility of the Trust applying for Registered Provider for rental property was discussed. This had been the subject of a recent Web based presentation by specialist lawyers which had been attended by some Board members and representatives from CLT East. The Trust had been previously advised that ECDC had initiated registration and that it was likely that once registered ECDC could provide an umbrella service to local CLTs.

The Board discussed this situation and were unclear whether this would be in the best interests of the Trust or whether the Trust should make an independent application which would determine better control of rental activities in the future. This subject requires further investigation and research and a final decision on the way forward should be in place early in 2021.

The Chair (RS) committed to investigate further and suggested that this area should be re-visited around December 2020 to establish and confirm the Trust position.

Action: - Chair (RS)

The Chair (RS) presented an overview of the Community Housing Fund Grant funding. This covered draw down to date, outstanding payments and funds in hand. Funding for the Drop In event in March, which had to be postponed due to the Lockdown, was discussed and it was decided that the event would go ahead in the future when Guidelines on public gatherings allowed. This would be subject to ongoing review.

The planned Membership Newsletter was in the final stages of completion and close to being published and distributed. Costing of printing had been confirmed. It was decided to carry the distribution out by delivery to all households in the parish with the A5 booklet within an envelope as well as a KCLT pen. The booklet also contains an Expression of Interest form. Envelopes would be sourced and delivery to those members who resided outside the local area would be sent a copy by post.

(GG) suggested that a half page advertisement in the Newmarket Journal to advertise the availability of rental properties in Kennett should be considered. He committed to investigate the likely cost and advise the Board.

Action: - (GG)

The Secretary presented an update on the statutory returns to the Financial Conduct Authority. The annual return (AR30) and Independent Inspection report had been prepared and the return completed within the required time scale by the Trust's Accountants Fordham Finance Group (FFG). (FFG) had also actioned Corporation Tax returns to HMRC. No issues with either are anticipated. Although the Trust has the benefit of Charity Registration with HMRC and is Corporation Tax exempt, returns have to be presented on demand despite no payments being made.

Trustees expressed concern about the lack of communication from both ECDC and PGH. The Chair (RS) committed to make contact with the ECDC Commercial Manager to re-establish the expected communication that had been usual before the Lockdown.

Action: - (RS)

The production of the Business Plan and Feasibility Study by CLT East appears to have stalled with no update on progress having been received for some time. The focal point for this area (TF) agreed to make contact and emphasise the Trust's concerns on the apparent lack of progress. There was also a need to establish further information on the likely costs of housing units.

Action: - (TF)

### **AOB**

A Trustee expressed concern over the likely implications of the recent proposed changes to Planning Law by central Government. In the event of a worst case change the effect on the CLT and development within the parish could potentially be very detrimental. The Chair advised that he would contact ECDC commercial Manager to request a Zoom meeting to clarify the Local Authority position on the proposed new planning situation.

Action: - (RS)

There being no further business, the meeting was closed at 2020.

Frank Danks – KCLT Secretary.