

**Trustee Board Meeting – Minutes – 11.01.18**

**Location:** 22 Station Road, Kennett

**Present:**

Robin Swanson (RS)  
Frank Danks (FD)  
Darren Watson (DW)  
Tim Foddy (TF)  
Cheryl Jowett (CJ)  
Lynne McCallum (LMc)  
Hugo Runciman (HR)

Apologies: Paul Swanson

The meeting was opened at 1912 by the chair (RS) who welcomed all present and thanked everyone for their attendance.

The minutes of the previous Trustee Board meeting on 28.11.17 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 agenda for the Annual General Meeting planned for 25.01.18 was reviewed and approved. The individual agenda items were allocated to the chair, secretary and the treasurer for presentation to the membership.

The requirement to vote for the Treasurer (HR) as a full Trustee from his current position as a co-optee was clarified.

Clarification on the need to dis-apply the requirement for full auditing for the current accounting period was explained. The simplicity of the Trust's financial position up to the present time justifies the reason for the disapplication.

The Treasures (HR) advised that the Trust bank account was in the process of being opened and advised that whilst a Charity Account would be advantageous as far as charges were concerned, identifying a suitable account would take some further work. It was decided to

open a Business Account initially to take advantage of zero charges for the initial 18 month period with the intent to transfer funds to a Charity Account in the longer term.

**Action:** (HR)

(TF) expanded his proposal for the sharing of work load as the Trust moves forward and becomes more involved in the Dane Hill Farm development. There was a need to identify individuals from the membership who possessed the necessary interest and expertise in a number of areas including, but not limited to, Environmental, Legal, Landscaping, Building Design and Quality. The aim would be to allocate each identified area to a team with a Trustee lead and membership support. The teams would then deal with all aspects of the identified area and report back to the Trustee Board. A particular advantage would be to further involve the general membership in the decision making process through membership involvement. The resultant networking within the membership would be advantageous. It was considered that initial floatation of the concept at the forthcoming PGH Workshops would be a good starting point.

**Action:** All Trustees

Several membership applications were reviewed in accordance with the rules and all approved. The Secretary was directed to contact the applicants to advise the success of their applications and to advise the date and time of the AGM and also to forward the agenda.

**Action:** (FD)

There was detailed and complex discussion around the perceived requirements of the proposed charter/contract with the developer. The chair (RS) advised that London CLT had experience of this and that he had written requesting assistance. There is a considerable additional amount of work to be done in this area to ensure that all the necessary safeguards for the Trust are in place before commitment to the Joint Planning Application. (LMc) committed to contact an expert in the field that she had encountered in the past to gain further input and knowledge. The contractual documentation will most probably be at a fairly high level but all safeguards must be considered and covered.

Future activities were reviewed which covered the forthcoming workshops, the AGM and the developer's exhibition.

### **AOB**

The requirement for additional funding to meet Trust routine running expenses which are not covered by ring fenced grant funding was re-visited. The possibility is to seek sponsorship from local businesses was discussed as a potential option. It was decided to compile a list of possible sources and to initiate draft letter for review prior to making contact to request sponsorship in the local area.

**Action:** All Trustees

The chair (RS) raised the subject of Share Certificates. There is a requirement to issue each member with a certificate but knowledge of the format is scarce. It was considered that other CLT's will have already carried out this and advice from these sources would be sought to allow the KCLT to issue certification in an approved format.

**Action:** (RS), (FD)

There being no further business, the meeting was closed at 2036.

Frank Danks – KCLT Secretary.

DRAFT