

**MINUTES OF THE MEETING OF
ANGMERING COMMUNITY LAND TRUST BOARD
HELD IN ANGMERING COMMUNITY CENTRE
ON 22ND AUGUST 2018 @ 19:00**

Present: Board Members

Tony Cross (Chairman); Val Jerram (Board Secretary); Robin McDonald (Treasurer); John Oldfield; Chris Jones (Admin Secretary); Steven Mountain; Kristina Yates; Rosemary Terry; Angela Colliss

Tom Warder, Action in Rural Sussex

ACTION

1. APOLOGIES FOR ABSENCE

Apologies received from Rob Martin, along with his resignation from the Board with immediate effect. Board members commented that they were sorry to hear of Rob's resignation and requested a formal note of thanks from the ACLT Board was sent to him.

Val Jerram

Whilst Rob's reasons for resigning were accepted a Board Member stated that the current Chairman and Treasurer had his full support and the measures and policies that were being introduced to the Board were necessary.

2. DECLARATION OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA

None received.

MINUTES OF PREVIOUS ACLT BOARD MEETING HELD ON 18TH JULY 2017

It was noted that on page 3, Item 7 under Signatories, the number of signatories should read two and not three. The amendment was noted and the minutes of the meeting were agreed as a true record and were signed by the Chairman.

3. MATTERS ARISING

Angela Colliss is now unable to assist with the collation of items for the website; this will now be taken up by Tony Cross and Chris Jones.

The Chairman has contacted the company who expressed an interest in building eco-housing in the area and exchanged contact details. Contact will be made when an appropriate opportunity arises.

**4. ADMINISTRATIVE MATTERS
Change of Registered Address**

Val Jerram reported that there were certain things that needed to be put in place before the change of registered address could be made; in particular a two drawer lockable filing cabinet was required on site and also the placing of a plaque stating that this was the Registered Office of the ACLT was required on the outside of the Community Centre. Val would proceed with the notice of change of registered address and a cabinet would be sourced. The plaque could consist of a laminated card and placed in a prominent position.

Val Jerram

Policy Review

The following policies were reviewed and accepted by the board with noted amendments to be updated. All the following policies are scheduled for an annual review as shown.

Val Jerram

Policy /Document Name	Action	Review Date
Conflict of Interest	Accepted	September 2019
Statement of Responsibilities/Code of Conduct	Accepted	September 2019
New Board Member	Accepted	September 2019
Governance Documents	Removal of item 1 "Standing Order" from contents page Accepted	September 2019

Skills Audit

Board Members who have not forwarded this to Val please do so ASAP

6.

FINANCE Audit

Two tenders were received to complete the annual audit. The Treasurer noted that this had highlighted the need for some amendments in the tender process which he would be looking at. Both companies had experience of auditing not for profit organisations and would include a full report following the audit showing what is needed to strengthen financial controls, the audit would take three days (and Rob Martin would need to be present for at least one of those days). The lower of the two quotations was approved. The Chairman reported that a request to the Parish Council for financial assistance with the cost of the Audit had been successful, and £5,000 has been granted for this and other costs. ACLT is legally required to appoint the same auditor for the following year's accounts. The Treasurer will make the necessary arrangements with the successful company.

Treasurer

Income/Expenditure Update

The Treasurer expressed concerns that he did not have a full picture of the payments due and or made to advisors/contractors, nor did he have copies of the contracts made with them. Tom Warder will share copies of contracts and agreed payments.

**Tom Warder/
Treasurer**

Discussion took place regarding the ACLT's bank accounts and it transpired that there were two accounts (the Treasurer had only been aware of one). Currently there was just over £10k in one account and approx £5k in the other.

Petty Cash Policy

The Treasurer presented the policy to the Board, and Val Jerram was nominated to be the Petty Cash Officer. The Treasurer will hand over the petty cash box, which currently contains £185, to Val. The Policy was accepted with a review date of September 2019.

Fundraising

Tom Warder reported that the prospectus is now available for a grant from Funding Homes England. He said that before making an application close attention would need to be given to exactly what the grant would be used for, i.e. additional expenditure such as legal fees, loan arrangement fee, architects costs etc. Funding Homes England would first look at what the Local Authority provision and if finance was available via that route. As long as the ACLT could show that Arun had already contributed to the scheme then it funding may be possible from this source. Tom will contact them to ask the pertinent questions that will hopefully assist the application, and then work with Robin to prepare a bid for funding.

**Tom Warder/
Treasurer**

Tom informed the meeting that Andy Elder is leaving Arun District Council. Andy has been a great supporter of the CLT and there are concerns that his enthusiasm and support may not be matched by his colleagues/successor. A Board Member suggested that a meeting be arranged with the Deputy Leader of the Council and other relevant managers to discuss the situation and to ensure continuity following Andy's departure. Tom said he would try and arrange the meeting.

Tom Warder

5. **MAYFLOWER WAY PROJECT
Housing Allocation Policy**

Board Members discussed the potential implications of the wording within the draft policy, amendments were noted. Tom Warder commented that Planning Consent was contingent on the Housing Allocation Policy being in place and that it was important to get this right. A Privacy Policy will be referenced in the Policy. Kristina Yates will make the amendments and produce a second draft for submission to ADC.

Kristina Yates

Utilities/Services Mayflower Way
Deferred to next meeting

7. **ANY OTHER BUSINESS
Collaboration Agreement**

Copy received and now with solicitors for further comments.

Mayflower Way – EHO comments

A response will be sent to the Planning Officer with regard to the comments of the EHO. However it has already been confirmed that she does not agree that the some of the comments are a planning matter and agreed that they may not be correct. Comments about wood burning stoves were also judged not to be a matter for planning consideration. The Planning Office also had no concerns over the Police comment regarding natural surveillance and parking.

8. **DATE OF NEXT MEETING
Friday 21st September at 2 p.m.**

Meeting closed at 21:30

Signed:
Chairman

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Date