

**MINUTES OF THE MEETING OF THE BOARD OF
ANGMERING COMMUNITY LAND TRUST
HELD IN THE ANGMERING COMMUNITY CENTRE
24th April 2019 @ 19:15**

	ACTION
<p>Present: Board Members: Angela Colliss; Tony Cross (Chairman); Valerie Jerram (Board Secretary); Christine Jones (Admin Secretary); Robin McDonald (Treasurer); Steven Mountain; Kristina Yates;</p>	
<p>Also invited/present: Tom Warder (AirS)</p>	
<p>1. Apologies for absence John Oldfield; Anabela Sales; Gareth Cornford</p>	
<p>2. New Declarations of Interest None</p>	
<p>3. Minutes of Previous ACLT Board Meeting The minutes of the Board meeting held on 27th March 2019 were agreed as a true record and were signed by the Chairman.</p>	
<p>4. Matters Arising (not on the Agenda)</p> <ul style="list-style-type: none"> • Tom Warder had been unable to source sample lease agreements to send to the Allocations Team, it was decided that we would look elsewhere for this, but Tom would also keep looking. • Diversity training – Gareth not present to update if he had managed to source local training options – to be carried forward to the next meeting. • The Chairman has not yet written to the Chair of the Angmering Community Centre to confirm continued use of the meeting rooms. The current agreement expires at the end of June so new terms need to be confirmed from July 2019. • Indemnity insurance cover for Board members – Val was not able to confirm if she had a hard copy of the current insurance policy and certificate for our files, and agreed to chase the insurers for this. 	<p align="center">Sample lease agreements</p> <p align="center">GC</p> <p align="center">TC</p> <p align="center">VJ</p>
<p>5. Policies & Forms The Equality and Diversity Policy and Anti-Social behaviour Policy were approved by the Board.</p> <p>A small amendment to the Housing Application Form was suggested (noted opening times for the Community Centre for those handing in person). Board Members agreed that they would complete a copy of the Housing Application form themselves to test how easy/difficult it was to complete, and feedback comments at the next meeting.</p>	ALL BOARD MEMBERS
<p>6. Chairman's Report Following the signing of the CA the Chairman reported that he has contacted Arjan de Jong at ADC to advise and request any assistance with the CH planning application.</p> <p>The Chairman confirmed that a meeting had been arranged to move forward discussions regarding land south of the A259.</p> <p>Discussion then took place regarding other land and building opportunities for the CLT in the Angmering area. The Board agreed that they were happy for Steve Mountain (SM) to</p>	

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<p>take discussions further, in principal, for any future building opportunities as may arise during other discussions relating to his role within the Parish Council.</p> <p>The Chairman reported that he had emailed and written to all Shareholders to inform them of the signing of the CA, and also posted this on social media sites. Arun Times also ran an article about the Community Land Trust this month.</p> <p>The Chairman reported that he had written to Worthing Homes and Greenoak Housing Association enquiring if they would be interested in managing the properties in Mayflower Way. No response to date but the Board has not excluded the option of managing the properties ourselves.</p> <p>Nothing new to report regarding discussions or the call for sites strategy within the SDNP.</p>	
<p>7. Mayflower Way Collaboration Agreement – all Board members confirmed agreement to the signing of this document with the exception of John Oldfield and Anabela Sales who abstained.</p> <p>SM informed the meeting that a letter of objection regarding the Easement of Access to Mayflower Way had been received by the Parish Council. Parish Solicitors are looking into this but early indications are that the Rights claimed were never registered with the Land Registry and receipt of the objection was outside of the statutory time period allowed.</p> <p>Our Agent Bruce Howse (BH) has advised waiting until there is some certainty with the CH planning permission before any further action is taken relating to Mayflower Way. BH has stated that commencing the tender process too early is problematic as tenders are time limited. However, once CH have applied for planning there will be a 4-6-week window when it will may be possible to prepare the tenders.</p>	
<p>8. Finance The Chairman asked those present to join together in congratulating Robin, with assistance from Tom Warder, for his achievement in securing the Homes England grant.</p> <p>Accounts: The Treasurer reported little change from March accounts; three creditors were due for payment within the next month: Tom Warder; Mirkwood Evans and the National CLT Network.</p> <p>Funding: The Treasurer voiced concerns over the ongoing issue of future funding and said that he continued to look for opportunities such as: Community Bonds; Community Led Housing. He felt it might be useful for himself (and also Christine) to attend training on the grant application process. This was approved in principle. The Treasurer will research options and report back at the next meeting. VJ also said that she would check to see if the local charity Voluntary Action Arun & Chichester offered similar training.</p> <p>Corporation Tax Return: The Treasurer requested we appoint the Auditors to act as Agents for the ACLT to liaise with HMRC on our behalf on all things relating to tax. He is fearful that something may get missed and the Auditors would include the cost for this service in their annual fee. Board approval was given.</p> <p>Other: Quick Books training for Deputy Treasurer – CJ still to confirm date for this.</p> <p>Two additional signatories are required for authorising bank transactions. Kristina and Angela have volunteered to be signatories and Board approval was given.</p>	<p>RM</p> <p>RM</p> <p>VJ</p> <p>RM</p>
<p>9. Parish Assembly The Pop-Up Banner draft was displayed and appreciated by those present. A further meeting will be held between KY, AG, GC and CJ to finalise the banner and literature that will be available at the Assembly. VJ has provided Membership Forms. Board approval was given for the purchase of the Banner.</p>	

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10. AGM	<p>The ACLT accounts need to be audited before the next AGM as this must be available together with revenue accounts and balance sheet for the year end to 31st March 2019. The Board authorised the Treasurer to instruct the Auditors to commence this. The date of the AGM will be confirmed once the Audit is complete.</p> <p>Current Board Members' tenure dates as follows:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Expiry Date</th> <th>Name</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>Angela Colliss</td> <td>2020</td> <td>John Oldfield</td> <td>2021</td> </tr> <tr> <td>Christine Jones</td> <td>2020</td> <td>Val Jerram</td> <td>2021</td> </tr> <tr> <td>Steven Mountain</td> <td>2021</td> <td>Tony Cross</td> <td>2021</td> </tr> <tr> <td>Kristina Yates</td> <td>2021</td> <td>Robin McDonald</td> <td>2021</td> </tr> </tbody> </table> <p>Anabela Sales and Gareth Cornford will need to be proposed and seconded at the AGM if they wish to stand as Board members.</p> <p>Proposed venues discussed for AGM- St Margaret's Church Hall and the Village Hall. KY to make enquiries at Village Hall for availability.</p>	Name	Expiry Date	Name	Expiry Date	Angela Colliss	2020	John Oldfield	2021	Christine Jones	2020	Val Jerram	2021	Steven Mountain	2021	Tony Cross	2021	Kristina Yates	2021	Robin McDonald	2021	<p>KY</p>
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11. AOB	<p>The Chairman reported that he has contacted the firm of solicitors that handled the land transfer for Mayflower Way, in an effort to continue to be cost conscious. Those present agreed that it was good practice to do this and suggested further contact with other firms, giving all the same brief. KY said that she would supply the Chairman with the names of potential companies that might be suitable.</p> <p>Tom Warder asked if the Board had considered becoming a Registered Housing Provider, saying that the National CLT Network were advising CLT's to do this, as it would give them easier access to some grants for affordable housing and from the Community Housing Fund. Tom also advised that there was a second option of becoming an Investment Partner with Homes England, again this would allow access to the standard affordable housing programme and associated funding. The Chairman & Treasurer had previously researched the Registered Provider option and concluded it was not in our best interests as there were significant regulatory requirements.</p> <p>The Chairman and Treasurer will research the second option of becoming an Investment Partner and report back at the next meeting. Tom said that he too would look into both options for further information.</p>	<p>KT/TC</p> <p>TC/RM</p>																				
12. Date of next meeting:	22 nd May 2019 at 7:15 p.m.																					

The meeting finished at 21:20

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Chairman

Date.....