

**MINUTES OF THE MEETING OF THE BOARD OF  
ANGMERING COMMUNITY LAND TRUST  
HELD IN THE ANGMERING COMMUNITY CENTRE  
WEDNESDAY 22<sup>ND</sup> MAY 2019 @ 19:15**

**Present:**

**Board Members:**

Angela Colliss (AC); Gareth Cornford (GC); Tony Cross (Chairman); Valerie Jerram (Board Secretary - VJ); Christine Jones (Admin Secretary - CJ); Robin McDonald (Treasurer - RM); Steven Mountain (SM); Kristina Yates (KY)

**1. Apologies for absence**

Tom Warder (AirS); John Oldfield; Anabela Sales

**2. New Declarations of Interest**

No declarations. The Chairman noted that following the recent Angmering Parish Council (APC) elections Steve Mountain was no longer a member of APC.

**3. Minutes of Previous ACLT Board Meeting**

The minutes of the Board meeting held on 24<sup>th</sup> April 2019 were agreed as a true record and were signed by the Chairman.

**4. Matters Arising (not on the Agenda)**

Diversity Training: GC has completed an ACAS online course, which is free to complete. He reported back that the content was heavily based on the workplace so may not be relevant for ACLT purposes. He also reported that he would be completing an 8 week level 2 Certificate course in Equality and Diversity relating to his workplace and suggested that following this it might be useful to use this knowledge and resources to train ACLT Board members. GC also suggested that it would be useful to set up a folder containing all training that Board members had undergone, in the event that evidence was required of such training. VJ also suggested contacting the VAAC to enquire about Equality and Diversity training.

The Chairman reported that he has now written to the Angmering Community Centre regarding the continuation of the current arrangement for the use of the hall for Board Meetings.

Indemnity Insurance: policy has been emailed and the Certificate will follow (VJ to chase this up).

Creditors all paid; Corporation Tax issue has been resolved with HMRC and the Treasurer is researching options for Grant Application training.

The Chairman reported that he and the Treasurer had looked into the suggestion from Tom Warder regarding becoming a Registered Housing Provider and or Investment Partner. On investigation it was decided that neither option were right for the ACLT.

**5. Housing Application Form**

The general consensus from those who had completed the application form was that it was confusing and in parts too long winded. Re-wording and formatting options were discussed and KY and AC will update the form, CJ offered to re-format the once updating was completed.

20:10 – Steven Mountain joined the meeting.

**ACTION**

**VJ**

**AC/KY/CJ**

## 6. Chairman's Report

Tenancy Agreements: The Chairman and KY have been working to identify solicitors with the right expertise to draft tenancy agreements for Mayflower Way properties. Three local companies have been approached inviting them to quote for this specific set of services giving a fixed price. To date two of the three companies have replied.

Property Maintenance: Worthing Homes and Green Oak Housing Association have been approached requesting proposed costing for the management and maintenance of the properties in Mayflower Way. Whilst Worthing Homes normally only offer this service for their own properties they have indicated that they might be interested in our project.

The Chairman and Treasurer hosted a visit from the North Horsham Parish Council who are interested in setting up a CLT. The meeting was facilitated by AiRS.

The Chairman, Treasurer and VJ met with Henry Adams to discuss land south of the A259. The proposal is for 22 affordable homes along with a cafe/hub type meeting place. All parties are keen to progress talks and the Chairman reported that this may develop further into Collaboration Agreement/Head of Terms discussion.

Discussion took place as to the timing for the above proposal and questions over whether the Parish Council would support the scheme. A meeting will be arranged between a representative of the ACLT, the Leader of APC and Parish Clerk to discuss further.

CH has submitted their planning application for Mayflower Way – due for decision on 9<sup>th</sup> July. The Chairman reported that he had noted his support for the application as has Aryan de Jong from ADC.

## 7. Mayflower Way – Expressions of Interest (EOI)

Contact has been made via email and letter with all 84 names currently held on the EOI list. To date both email and written responses have been received from 12 people, 11 of whom expressed their continued interest, with one saying they are no longer interested. CJ will update the list with new contact details as advised. CJ will also do an analysis of property type requirements as indicated by those on the EOI list.

CJ

## 8. Finance

Little change from last month; £11,500 current bank account balance; £9,000 bill from AiRS due for payment – this has been earmarked for payment from the Homes England (HE) grant once received.

The annual audit has begun, and some initial issues have been raised in particular whether or not the ACLT is eligible to pay Corporation Tax, the auditors are in direct discussions with HMRC regarding this. Also if the HE grant should show in 2018 accounts (when it was agreed) or 2019 (when it will be received). The Treasurer will circulate draft accounts for 2018 via email once received. He requested that particular attention was paid to page two of the report and for Board Members to let him have any comments they may have regarding this. He also reported that the Auditors will need to know the date of the next AGM.

Funding update:

- Waiting for the first draw down from HE grant
- Ongoing efforts to seek other funding streams and grants
- In conversation with Hasting CLT recently to discuss community bonds
- Researching training opportunities for grant applications
- CJ completed QuickBooks training and has agreed to become ACLT bookkeeper
- Need to complete a cash flow chart and have a budget for 2019
- Many thanks to two new signatories, KY and AC
- Risk Assessment Management – this is a live document and needs to be checked and updated regularly. Reminder to all Board Members to check over their specific areas to ensure they are up to date and relevant.

## 9. Parish Assembly – 30<sup>th</sup> May 2019

ACLT banner complete (displayed at meeting) and flyers all done – thanks to CJ for her work on these. Items for display boards were agreed. Angela has contacted three local

community projects with a view to including posters on display boards to show what can be achieved by community led projects. Board Members who will be attending are: KY; AC; GC; Chairman and Treasurer. VJ will be attending but on behalf of the Community Centre.

**10. AGM**

KY will check Village Hall diary for available dates in July for AGM.

**11. AOB**

It was agreed that SM would represent the ACLT in discussions with APC regarding the land south of Mayflower Way.

**12. Date of next meeting:**

**Wednesday 19<sup>th</sup> June at 19:15**

The meeting finished at 21:20

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Chairman

Date.....