



**MINUTES OF THE MEETING OF THE BOARD OF  
ANGMERING COMMUNITY LAND TRUST  
HELD via WhatsApp Online conference  
Wednesday 18<sup>th</sup> March 2020 at 19:15**

**Present:** Tony Cross (Chairman); Robin McDonald (Treasurer); Gareth Cornford (Board Secretary); Angela Colliss; Christine Jones (Admin Secretary); Kristina Yates; Jane Anstee; Jan Welch; Steven Mountain; John Oldfield (joined at 19h46, left at 20h41)

**Also present:** Nil

**1. Apologies for absence**

Nil

**2. Minutes of the Previous Board Meeting (accuracy)**

Minutes of the previous meeting were agreed as a true record and signed by the Chairman.

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

Page 1 Housing Survey still awaits - we think the response rate is about 15%; two items under SDNP are on the agenda; Merry England and the grant for Mayflower Way;

Page 2, Crayfern Homes...no update from Henry Adams despite two emails. Suspect client confidentiality is the issue. Chairman to approach CH Solicitors.

page 2 The works authorised on MW are taking place; No further information regarding the Ransom Strip;

Page 3 Under public consultation - the letter to residents/businesses was delivered by Christine. (All Board members received a copy.)

The question about using local labour - passed to our Agent who will request it in the tender document; re-use of grey water - we have commissioned a Sustainability Consultant (more under Chairs report) to recommend cost-effective measures for inclusion in the tender. Meeting scheduled for 27th March to discuss his recommendations.

Under AOB - supporting the APC on their Neighbourhood Planning group. I was elected Chair but I have issues (conflict of interest) and will report back to Board members.

**4. New Declarations of Pecuniary/Non-Pecuniary Interest**

None declared

**5. Amendments to Governance Document, Items 61 & 62**

61. Orders for values up to £999 simply require Board approval.

62. Orders for values £1000 to £9999 require two quotations and orders above £10,000 require three quotations.

In either case, where the required number of quotations has not been received or if it is impractical to obtain the required amount of quotations, the Board may accept any quotation received. This change does not alter existing Petty Cash policies.

Motion to adopt new procedures carried unanimously.

**ACTION**

**TC**

## 6. Chairman's Report

3rd March conference call with advisor from Triodos and Tom Warder from AiRS and also Robin.

5th March met with Arjan de Jong from ADC about Merry England and Housing allocations. Robin also present.

Numerous discussions with representatives with Merry England

Roundgate – discussions with land Agents, they will be submitting the proposal under the APC Call for Sites.

Robin and I have had further communications with our MP to support our bid for funds from Homes England. Robin has done the lion's share of this work and is to be congratulated.

There were two urgent decisions authorised by Gareth, Robin and myself under Governance item 45 – Emergency Business.

1 - in relation to the drainage at MW - the company could not get their cameras through the drains as they were silted up. They needed to spend extra time cleaning them out which required extra costs. 6 tons of silt was removed.

2 - Engagement of a Sustainability Consultant. There was money available under the Homes England funds and it was a question of use it or lose it.

Drainflow Solutions £2946.00 – payment due 31 March

Impact Sustainability £2520.00 – payment due 12 April

The Treasurer confirmed that funds were available.

We engaged the contractors but APC should really have been consulted before we authorised the extra work. The Treasurer will approach APC to see if we can come to some sort of accommodation over the extra costs incurred.

RM

Other invoices raised previously authorised:

Howes Wallis Partnership £5016.00 – payment due 28 March

Southern Testing Labs £7801.20 – payment due 12 April

Finally, I met with the APC planning working group on 12th March regarding work on the Neighbourhood Development Plan.

## 7. Finance

Opening Balance (as of 17 February 2020)	£	25,250.50
Current balances (as of 18 March 2020)		
–Instant Access Account:	£	21,159.84
–Unity Current Account T1:	£	1,329.88
–Total cash balance at the bank:	£	22,489.72
–Petty cash	£	173.11
Total Funds	£	<b>22,662.83</b>
Change in one month:	-£	<b>2,587.67</b>
Creditors: Due one month:	£	19,321.20
Debtors: Due one month	£	1,656.52
Ring fenced	£	16,788.66
Unallocated	£	5,874.17

Very high creditors due to invoices and claims we are making with Homes England. We hope that we will be able to claim about £20K extra which Homes England knows about. Many of the invoices have been created to provide evidence for the HE claims which if we don't get the money we don't need to pay immediately. But the important thing is that we have money in the grant to pay for the various surveys that have taken place. We are

building a case for Homes England to grant us more money than they have currently allocated to us. Our MP is on the case as is NCLT network in supporting our claims.

APC are two weeks late on payment of their invoice for 50% of Housing Needs Survey.

JA

## 8. Clothing & Equipment

Board decided to defer this item for the time being. New quotes to be obtained at a later date.

## 9. Merry England

ACLT has been selected as the preferred bidder for the purchase of 5 affordable homes on the above development. These consist of 3 x 2 Bed and 2 x 3 bed. The estimated market value of these properties is £1,730,000 made up as follows:

No further funding will be forthcoming from ADC.

SDNPA are providing £125k towards the development.

Insurances required will need to be resolved

A 10 year NHBC guarantee will come with the properties. ACLT need to verify registration.

Maintenance, Overheads & Sinking Fund has been accounted for.

### 1<sup>st</sup> Motion:

ACLT Board to approve an offer being made to the developers for the purchase of the 5 properties.

Unanimously approved.

### 2<sup>nd</sup> Motion:

Subject to the above offer being accepted by the developer, ACLT Board to agree to an application for funding being made to Triodos Bank supported by the financial modelling.

There is no timescale for the offer to be accepted.

The Bank will stress test our application and won't lend us the money if they do not feel it is a good loan arrangement. The financial modelling that has been done is a good indication of what will be accepted but the Bank will have the final say.

Majority approval 8 – 1

### Appointment of Solicitors

Kristina obtained 3 comprehensive quotes from firms who deal with CLTs. Having reviewed them she recommends Coodes in Cornwall. Although not ideal being so far away, they are cheaper and the Partner who we would deal with has set up and belongs to a CLT who have purchased and rented out properties. She has a good handle on it. In contrast, other solicitors were not so experienced and our current solicitor was unfamiliar with Shared Equity arrangements with CLTs. Three local firms were approached but declined the work.

### 3<sup>rd</sup> Motion:

ACLT Board to approve the appointment of Solicitors to represent the Trust in these arrangements. (This motion is dependent on our offer being accepted and the finance being agreed).

Majority approval 8-1

## 10. Housing Allocations

Deferred to next meeting

## 11. Public Consultation / Questions

Nil

## 12. AOB

Renewal of NCLT membership which provides for Members and Officers liability insurance with their plus scheme, support and access to their knowledge bank.

Agreed 8-1 in favour.

SDNPA grant for £62000 for solar panels on MW. The money can only be used for the purpose indicated and at MW.

Board approval to accept these terms and conditions for the grant.

Agreed 8-1 in favour.

The meeting finished at 20h50

**13. Date of Next Meeting**                      Wednesday 15<sup>th</sup> April 2020 Venue / arrangements await

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Chairman

Date.....