



**MINUTES OF THE BOARD OF
ANGMERING COMMUNITY LAND TRUST**

General Meeting (Zoom)

Wednesday 19th May 2021 @ 7.15pm

Present: Tony Cross (Chair); Angela Colliss; Jan Welch; Arthur Trehwella; Kristina Yates; Jane Anstee; Robin McDonald (Treasurer); Steven Mountain;

1. Apologies for absence

Gareth Cornford (Company Secretary)

2. Minutes of Previous Board meeting (accuracy)

All agreed.

3. Matters Arising (not on Agenda)

The application for tax exempt status to HMRC has again been rejected with some advice from HMRC received in order to amend the rules on the disposal of assets and achieve acceptance.

The Housing Nominations / Allocations document for Swallows Gate still awaits engrossment by ADC.

The Deed of Variation required for the Land Transfer Title for Mayflower Way is still with solicitors.

Brochures for Swallows Gate were placed in Cooper-Adams.

All Donor logos have now been published on our website.

4. New Declarations of Pecuniary / Non-pecuniary Interest

None

5. Shareholder Consultation

None invited to meeting

6. Chairs Report

We are still awaiting the legal pack in relation to the purchase of Swallows Gate. This was last chased on 18th May. The Heads of Term document has not as yet been signed.

Committed Sum for Mayflower Way – payment of this was due to be approved by Arun at a Cabinet meeting on 10th May. The meeting was cancelled following a change of political governance at Arun and now awaits being tabled at a future Committee meeting. No date set at present.

Multiple insurance policy quotations have been circulated members to cover most eventualities on the rental and shared ownership properties at Swallows Gate. Members are asked to review the policies to ensure accuracy and sufficient insurance cover is in force.

All those previously on the ACLT Register of Interest for rental and shared ownership properties have been advised of the opportunities at Swallows Gate.

Arun has received 15 applications for the three rental properties at Swallows Gate. All applicants have been invited to complete the Arun Housing Register application where they will be banded in terms of priority need. ACLT does not get to see these applications.

We currently have one credible purchaser for the 2 bed shared ownership house at Swallows Gate who is awaiting their mortgage in principle letter and one possible purchaser of the 3 bed house that is still in the process of financial checks.

Our solicitor is still in the process of drafting a suitable lease for the 2 shared ownership properties at Swallows Gate. The problem we face is avoiding giving a purchaser the legal 'right to buy' under the 1967 Leasehold Reform provisions. The Chair has a zoom consultation with NCLT solicitors on Monday 24th to discuss this issue.

7. Mayflower Way

The MW Working Group circulated a report dated 18/05/2021 on its progress as follows:

1. There has been limited contact between the Tender Companies and HWP with requests for clarification etc but no major queries have arisen and we fully expect the 5 tenders back by the 9th June
2. Following further representation to ADC we submitted a shortened request for opinion on NMA's (item 5 of WG report 3) and are pleased to say they have agreed these in principle. The items in question were remove galvanised chimneys, change roof tiles to concrete material and artificial slate as appropriate, change all rainwater materials to plastic with cast iron effect, change windows from wood to PVCu and change doors from wood to GRP.
3. Following above 2 we have issued an instruction to HWP in the sum of £750 + vat Totalling £900 for the production of the drawings and associated paperwork for the submission to ADC and allowed a budget of £250 for ADC's application fee which we pay directly to ADC.
4. There are ongoing discussions with UK Power being handled by Bruce relating to the power feed to our site which at present is a higher cost than anticipated at £129000
5. The pre-commencement planning conditions under A/55/21/DOC which have to be dealt with prior to commencing site work were submitted to ADC and all those have been approved.
6. Work on the funding required for the project continues and once a project figure is available after the tenders are returned we will be able to detail our financial position.

8. Swallows Gate

General discussion took place on the various tasks, roles and responsibilities that require attention as we draw nearer to purchase. These include the property handover, snagging, out of hours callouts, collecting rent, liaison, deposit protection, maintenance etc.

- Action** - Jan & Kristina to draw up document detailing ACLT Roles and Responsibilities
- Kristina to sign up to the Tenancy Deposit Protection Scheme

9. Treasurer's Report

The Treasurer produced his report dated 18th May 2021

ADC CHF - £160k has been received and is now in an interest-bearing account.

Committed Sum – this sum whilst still retained by ADC should be earning interest and seems to have increased to about £584,000. Once received we will check to ensure all interest has been paid.

Still awaiting further information on the application process to the new Homes England CHF extension fund.

Whilst we are awaiting clarification from HMRC on our ‘tax exempt’ application, there is a pressing need to determine our VAT obligations. Treasurer has indicated that accessing a specialist VAT consultant will cost in the region of £1000. **Board approval given for the consultant to be engaged.**

A Purchase Order procedure is currently being implemented to ensure end to end tracking of commitments.

The Swallows Gate funding application is currently being considered by the Triodos Credit Committee.

Current Capital & Reserves stand at £168,574.59 with no creditors or debtors outstanding.

Any Other Business

Existing ACLT Rules of Governance provide for one APC representative to be appointed as a Non-Voting member on the ACLT Board.

APC have since indicated that they do not want to take up this position on the ACLT Board but will appoint a representative in a ‘liaison’ capacity to attend ACLT Board meetings. After a full discussion, the majority view of the Board acknowledged this situation was outside of our Rules of Governance but agreed to invite the representative on an informal basis taking account of matters of a confidential nature.

10. Date of Next Meeting

Angmering Village Hall on Wednesday 16th June 2021 at 7.30pm