



MEETING OF THE BOARD OF ANGMERING

COMMUNITY LAND TRUST (8781)

VENUE – Angmering Community Centre

Wednesday 15th February 2023 @ 7.15pm

MINUTES

Present: Jan Welch (JW), Tony Cross (TC), Robin McDonald (RM), Kristina Yates (KY), Arthur Trehwella (AT)

1. Apologies for absence

Steven Mountain (SM), Gareth Cornford (GC)

2. Minutes of previous meeting (accuracy) Agreed

3. Matters Arising

Transfer of Engagements between old/new CBS now finalised and all costs paid.

Meeting with AiRS – they followed up our discussion with support to our application to ADC for funding support. However, we subsequently withdrew our application as we could not guarantee the funding, if provided, would enable us to complete MW. Their only other suggestion is that we hand over the site to a Registered Provider and ACLT would then maintain an interest in the housing allocations by ADC, similar to the policy at Swallows Gate. The legality of such a move would need to be researched but may prove too difficult to overcome. However, ultimately, we need to finish the development as such homes are urgently required locally and so a solution must be found.

Cllr Cooper has thus far not been able to obtain a position by ADC on whether ACLT could be promoted to developers who have a small number of affordable homes to dispose of.

4. New Declarations (Pecuniary / Non-pecuniary Interest)

AT is the voluntary Treasurer of the Angmering Community Centre

KY is the voluntary Bookings Secretary of Angmering Village Hall

TC is a voluntary caretaker of the Angmering Village Hall

5. Swallows Gate

JW circulated a long list of remedial works which is still outstanding, some nearly a year after purchase. She is maintaining regular contact with the developers and our occupiers. Significant problems remain with water entering some of the properties and also in the commissioning of ASHP.

Emergency call out procedure now in place.

Finances remain healthy in respect of income / expenditure at SG with a contingency amount of £9800. However, this sum is not thought sufficient and the Treasury will endeavour to increase it.

Increases in rental rates may also become necessary as our loan after the fixed rate period ends will probably rise substantially. The Board acknowledged this situation but felt a rent increase at this time of rising household bills would not be appropriate.

The Board thanked JW for her dedication and resolve in pursuing the developers to undertake the remedial works.

6. Mayflower Way

SDNPA would not be able to support ACLT financially in a similar manner to SG although they remain supportive of ACLT and would welcome applications which would benefit rental occupiers in keeping rents affordable. This would include Solar Panels.

Loan rates from ethical lenders are still too high and stand at about 7.25% which is unaffordable.

TC has written to our MP Andrew Griffith in his capacity as Minister with portfolio responsibility for the PWLB to seek his views on accessing these funds.

A possible way forward would be to change the allocation of MW to that of a complete shared ownership development with purchasers committing to a 30% share. AT will develop the idea and set out the costs involved together with the rents charged. If this was viable then a meeting would take place with APC to determine their views and the legal process that would follow.

7. Treasurer's Report

RM had circulated the full Management Report to all Trustees. The CAF Bank has now created four accounts for ACLT and are operating successfully.

AT is now managing our entries on Quik Books software which the new bank accounts appear to be synchronising with properly. A request to maintain our subscription with QB was approved. The Board thanked AT for his commitment in this respect.

The Trust had received from HMRC two requests to complete tax returns for two periods. These are:

23rd Dec 21 to 22 Dec 22
23rd Dec 22 to 31 Dec 22,

Our accountants advised the following:

A tax return could be submitted from 23rd Dec 22 to 31st Mar 23, this would be instead of the return from 23rd Dec 22 to 31 Dec 22. There would not be any issues amending the dates.

Furthermore, the accountants can't prepare accounts to 31st March 23 yet but in the meantime, we need to confirm with the FCA that they are they happy for the first accounts to be prepared to 31st March 23.

Therefore, the board approved that the financial audit requested by members will cover the period 23/12//2021 to 22/12/2022 and 23/12/2022 to 31/3/2023.

The Commitment fee paid to Triodos for the loan application for MW will be retained by Triodos pending another application by ACLT.

£17000 remains of SDNPA grant funds which will be finalised in line with the terms and conditions of the grant. AT & RM to action.

RM has successfully negotiated a reduction in the return of an unspent grant from the CHF from £14.5k to £1475 and our account with them is now closed.

RM requested that the Board approve the opening of a further bank account in order to allocate a separate account for all income and expenditure pertaining to Swallows Gate. Such an account would more clearly differentiate the funds that could be applied to Swallows Gate.

The Board unanimously approved the request.

With the opening of the new bank accounts, RM was able to introduce two business cards with a limit of £200. These cards replace the need for Petty Cash to be held and also the need for a Petty Cash Policy.

The Board approved the use of the cards and agreed to delete the Petty Cash Policy. The Board also agreed to the following changes in the ACLT Governance and Standing Orders:

“Two Business Cards be issued with a card limit of £200 for incidental items of expenditure. The distribution / allocation of the Business Cards for purchases / use will be the responsibility of the Treasury.

Any expense greater than £200 will need to follow guidance for authorisation contained under ACLT Governance & Standing Orders. The Treasury will monitor all expenditure on the Business Cards.”

8. Any Other Business

AT to examine insurance policies coming up for renewal to determine best value.

9. Date of Next Meeting

Awaits

The Board unanimously approved the request by Treasury to open a new bank account with CAF Bank. The minutes of the meeting as above were recorded and are approved by the Chair and have been circulated to all Board members and will be formally approved and signed off by the Board of ACLT at its next meeting.

Tony Cross
Chair, ACLT

Tony Cross