



Eastington Community Land Trust Limited (ECLT)

Seventh Meeting of Board Members

Thursday 6th April 2017

at 7.00 pm in Village Hall

Minutes

Attendance: : Alan Brasier (AB), Tom Morrison (TM) (Chair), Paul Mannings (PM) Tom Low (TL) (Secretary), Lynne Farnden (LF) (Treasurer), Martin Elliot (ME), Cllr John Jones (JJ), , Muriel Bullock (MB) (Vice Chair), and general members Ann Pitcher and Ed Davies

Apologies: Alison Loverage (AL), Sharon Wells (SW), Karl Hine, Aster (KH)

Declarations of Interest: LF and TL declared a non-pecuniary interest in item 4

1. Approval of Minutes of 16nd March Board Meeting

Minutes of meeting of 16th March were unanimously approved and signed by MB, meeting chair.

2. General Members had no comments

3. Financial report

3.1 LF presented three cheques as circulated which were approved and signed by TL, MB and LF.

3.2 AB and MB reported that the scrutiny had been very satisfactory and commended LF. Their check list is attached.

3.3 JJ and TL had been in touch with Pippa Stroud and agreed that ECLT would be required to apply for a share of the £44k grants available.

ACTION – TL

KH and TL had discussed the timing of an approach to DCLG for their 2017/18 budget of £60 million. Recommended to set a meeting for early May, after KH had gained his initial (IP1) approval from Aster to proceed.

4. Plan for tendering for a solicitor

TM presented his circulated report. He emphasised that ECLT needed to look after longer term interests i.e. the 125 year lease and the relationship implied. The landowner's solicitors had less burdensome responsibilities, hence the need for ECLT scrutiny of the lease. TM emphasised that the land was not yet registered, making proof of title and land searches more difficult. KH had confirmed that Aster would bear this burden but TM was keen to have a solicitor to review these complex documents. AB and PM spoke in support.

AGREED to action TM to finalise a brief and to include 3 local and four national solicitors. It was TM's belief that some would decide quite early not to bid such that a short list of 4 or 5 would emerge. TM and KH agreed

Signed by TM, Chair22nd April 2017

a budget of £3,500 to £5,000 would suffice and AB proposed that TL and LF use the higher figure in compiling bids to grant donor bodies, which was agreed.

ACTION – TL, LF for grants, TM with KH for tendering

5. Initial Report from Engineer

PM commended the initial engineering report, which KH had earlier also considered encouraging and straightforward. There was a recommendation to move the road access to the east, **which was Approved**

ME asked if the road was to be adopted which PM agreed was the intent, implying full tarmac for the road loop but car parking could be a more permeable surface.

Drainage elements were still outstanding and would be reported after the Pre-App with Glos. County, to be attended by TL with Intrado Robbins. It had transpired that foul drainage was to be decided by Severn Trent Water, whom TL would have to contact.

ACTION – TL

6. Feedback from Parish Council meeting of 23rd March

MB and LF reported that TL's presentation had been well received and it was agreed to proceed with the report to full council on 13th April for the £4,000 balance from the Solar Fund.

ACTION – TL

7. Discussion on Solar Power generation and it's benefits

TL introduced his circulated report. JJ queried the cost of heavier trusses to bear the weight of solar panels.: PM and AB re-assured him that modern "Tesla" solar tiles were no heavier than a modern Marley Tile.

ME cautioned about the OHMG experience of not registering for Feed-In Tariff prior to build. TM stated that an agreement with the appropriate supplier of Grid power would be engaged at an early date. This would also apply to the likely level of wholesale discount to be expected for a 23 -unit estate.

TM expressed a preference for Aster to administer this scheme, since they had the 125-year lease. ECLT could do it *in extremis* via a sub-lease, which was a more awkward construct.

Debating the relative share of the benefits of the scheme, it was resolved that

- Aster should have a return on capital to reflect risk taken
- After amortisation of capital plus annual billing costs, a fixed benefit of about 10% to 20% should be allowed off tenants' bills
- Aster and ECLT should divide the remaining profits, perhaps by way of an increased ground rent.
- ECLT's profit share should be passed through to the Parish Solar Fund, to benefit ant future Parish projects.

It was further resolved to modify the confidential report to include these resolutions, such that the report could be passed to Aster. If necessary, ECLT could fund a feasibility report from the £4,000 Solar Fund grant due to be decided by Parish Council on April 13th.

ACTION – KH, TL

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8. Planning for Drop -in events

TL reported that KH, Russell Wilks and Laura Stephens had all recorded their attendance at one or other events. MB confirmed that AL and SW would organise catering, with her help.

ACTION – MB, AL, SW

TL demonstrated the promotional banner which gained approval.

9. Date of next meeting

Agreed that next meeting would be 20nd April, at 7.00pm in Village Hall. Principal business would be the architect displaying street scenes, KH sharing the Aster business case and SDC and GCC pre-app recommendations.

10. AOB

AB asked if we could consider revising the 3-bed units by a foot or two to make the third bedroom more useful. TL indicated that this was now part of an increasing list of ideas and suggestions which required an element of control. TL has subsequently drawn up a register of ideas and suggestions so that all items, such as AB’s item on 3-beds, be acknowledged and recorded. This process would be in place through the Pre-app and Public Consultations. Two principles would be observed: a freeze on design to avoid confusing and costly extra work by engineers and architects and a round-table technical conference in early May to consider, balance and resolve every suggestion. This register would be presented to the next Board Meeting to ensure no ideas had been missed.

ACTION – TL

Meeting closed at 8.29 pm

CIRCULATION

Board of Trustees and attending member Ann Pitcher

Webmaster: Ed Davies

Aster Group Karl Hine (KH)

Advisor Ian Crawley (IC)

Parish Council Rep. Alex Bomberg (EPC-AB)

GLOSSARY:

DCLG – Department for Communities and Local Government

SDC – Stroud District Council

Tom Low, Secretary, ECLT

Signed by TM, Chair22nd April 2017

Period: 1 January 2017 to 31 March 2017

EASTINGTON COMMUNITY LAND TRUST (ECLT)

Quarterly Internal Check list

REF		YES	NO	Comment	Issues for review
1.12	All payments entered into accounting system/budget spreadsheet/cashbook accurately	/			
1.12	Receipts are correctly recorded on accounts system/spreadsheet	/			
2.2	Bank accounts reconciled monthly (or other - please identify)	/			
3.3 & 4.4	Set up and report on expenditure against budget heads	/			
5.1	Banking arrangements to be reviewed regularly	/			
5.3	Payment schedule presented to Board at least monthly	/			
6.4	All payments are authorised by two Board Members	/			
6.5	The cheque counterfoil initialed by 2 signatories	/			
	Cheque signatories have initialed the original invoice as evidence	/			
	Receipts are reconciled against original bank statements	/			
	A reconciliation of accounts is presented to Board monthly and date of last one.	/			
	For funds being transferred between budgets, a virement has been agreed and recorded by the Board		✓		

Robbie Muddack
Auditing Members:-

Date: 24 MARCH 2017

Signed by TM, Chair22nd April 2017