



## Eastington Community Land Trust Ltd. (ECLT)

### Thirtieth Meeting of Board Members

Thursday 3<sup>rd</sup> May 2018

at 7.00 pm in Village Hall

### MINUTES

**1. Attendance** Muriel Bullock (vice chair) (MB) (acting chair), Lynne Farnden (Treasurer) (LF), Tom Low (Secretary) (TL), Alan Brasier (AB), Sharon Wells (SW), Cllr Mark Chatterley (MC), Ann Pitcher, Ed Davies

**Apologies:** Tom Morrison (chair) (TM), Paul Mannings (PM), Cllr John Jones (JJ), Martin Elliot (ME), Alison Loveridge (AL), Karl Hine, Aster (KH).

**Declarations of Interest:** there were none

**Questions to the Board:** there were none

**2. Approval of Minutes of Board Meeting of 19<sup>th</sup> April**

The minutes were amended for a 10 pence error on the amount of money at bank then were unanimously approved and signed by AB, chair of that meeting.

**3. Financial Report**

**3.1 Updates on Budgets and Commitments and progress on Locality grant**

TL confirmed that Locality had accepted our end-of-grant report and the return payment would be £6,040, as expected. This was approved unanimously

**3.2 Approval of invoices**

Three invoices, including the Locality return payment, were approved and cheques signed by MB and TL. The balance, after deducting all outstanding cheques, was £8,741.75.

**3.3 Progress on SDC Grant enhancement**

The SDC solicitor had provided two engrossed copies of the Deed of Variation, which were approved on April 19th, minute 3.3. These were duly signed by TL as secretary and LF as a Committee member.

**3.4 Report back from Quarterly Internal Audit**

The audit had been successfully undertaken by ME and TL in LF's presence. MB reported two minor notes, one logging the authority of a budget virement and the other suggesting an additional detail to be included in bank reconciliation, now actioned by LF.

LF reported that, following the switch of residual architect's fees to the SDC Grant, she had applied for a third draw-down, of £2,208, which had been passed for payment (usually 14 days' processing).

Signed by MB, Vice Chair.....19<sup>th</sup> May 2018

#### 4. Lettings and S106

SW presented the report from AL and a full discussion ensued, including General Members present. A summary of the overall understanding on ECLT's requirements was circulated on 6<sup>th</sup> May.

#### 5. Progress on technical matters

The Technical Conference would now be in two parts on 9<sup>th</sup> May, 9.00 to meet Aster's site manager and 3.30 to meet with KH and Mat Vye of EG Carter.

#### 6. Progress on Legal Matters

##### 6.1 Conditional Contract and 125-year Lease

TL reported on behalf of KH that he still awaited news from Red Kite on behalf of the vendor. *(secy note: KH reported a positive e-mail from Red Kite on May 8<sup>th</sup> promising documents within a week)*

**ACTION: KH**

##### 6.2 Easements

TL and KH continued to pursue all three easements. Storm water would now simply be an easement with the landowner, to be wrapped into the main contracts *(secy note: GCC Property Services confirmed their non-involvement in writing on 4<sup>th</sup> May)*.

**ACTION: KH**

Foul drainage would be under GCC Highways land, which all parties had agreed would be dealt with under Section 278.

**ACTION: KH then builder**

Highways England (HE) had agreed they had no operational requirement for the land so the proposal being examined currently is a Section 8 between HE and GCC, followed by a section 278 and adoption under Section 38. To be reviewed at the Technical Conference

**ACTION: KH and TL**

##### 6.3 Review of alternative solicitors for S106

TM was awaiting clarification from Red Kite to KH before pursuing a quote from Wrigleys.

**ACTION KH then TM**

#### 7. Discussion of date for Planning Application

MB summarised the meeting's various topics by saying that application still depended on the reactions of Red Kite and the progress with key easements. TL reported from KH that there was a key Investment Panel meeting on June 27<sup>th</sup> which was his internal target for approval to sign all contracts (landowner, ECLT and builders).

Signed by MB, Vice Chair.....19<sup>th</sup> May 2018

**8. Date of next meeting**

The next meeting was agreed as 17<sup>th</sup> May, at 7.00 pm in the Village Hall. TM has offered his apologies due to vacation.

**MEETING CLOSED at 7.55 pm**

**Tom Low, Secretary**

**May 2018**

**CIRCULATION**

**Board of Trustees**                      **Webmaster:** Ed Davies                      **General Members attending**

**Aster Group** Karl Hine (KH)                      **Parish Council** Cllr Mark Chatterley

**GLOSSARY**

- FCA      Financial Conduct Authority, our regulator
- GCC      Gloucestershire County Council
- GRCC      Gloucestershire Rural Community Council, an advisory body
- PRoW      Public Right of Way, of which route EEA 48 passes along inside ECLT’s eastern boundary
- SDC      Stroud District Council
- S 106      Section 106 Legal Agreement pursuant to Planning Permission, including Local Connection

Signed by MB, Vice Chair.....19<sup>th</sup> May 2018