

Tattenhall & District Community Land Trust

Minutes for Board Meeting on 5th October 2016

Attendees: L Grainger (Chairman), Graham Spencer (Vice Chair), Ken Black (Secretary), Carol Weaver, Sheila Chapman and Lisa White (Minute Secretary)

1. Minutes of previous meeting – still to be approved.
2. Matters arising from previous minutes – to be carried forward until approved.

3. Correspondence:

Gareth Joyce is organising a meeting with the legal department to seek advice (see e-mail). It is still not clear if CWaC own the other piece of land.

Graham proposed a meeting to talk to Gareth Joyce to get an update of proceedings and find out if there are drawings to be looked at, or any other relevant information,
Sheila will arrange the meeting.

All correspondence should be sent to the Parish Council Office address and then re-directed to a board member. This will be arranged when we become a legal identity.

4. General Business:

- 4.1 **FCA submission.** All members have seen and agreed draft copy. Ken can now go ahead and submit the form. Note changes to box 8 & box 16.
- 4.2 Changes to the membership policy need to be made by a certain date.
The area is to be defined as 'Tattenhall District Parish, Cheshire' (remove the word 'adjoining').
Lesley will work on different versions of the wording to circulate to members for their approval.
- 4.3 Ideally there can be up to seven board members; these can include co-opted board members.
- 4.4 **Progress program.** Ken read out the progress plan and pointed out that we are behind schedule.
The main point slipping is the project plan – at least one month behind schedule.

We need to organise a brief as soon as possible. We need to have Bank Accounts and Solicitors organised and ready to go.

Lesley will contact Peter Weston to put together a brief for the architect.

4.5 Finance

The Parish Clerk will be asked for a breakdown of accounts for TADCLT.

A sub group has already been formed and will meet to complete the form to submit to Rachel Rens.

Sheila will organise a meeting.

4.6 Appointment of Bankers

Formally ask Colin Oats to open a Santander account.

Formally ask Peter Weston to open a Co-op bank account.

The 3 signatures needed for bank accounts will be LesleyGraingeer, Ken Black and Sheila Chapman.

4.7 Co-optees and roles

Graham will co-opt a Solicitor.

Lesley will contact David Tanswell with regard to co-opting an architect.

Carol Weaver could be co-opted for her knowledge of the planning system.

It was suggested that a file was kept of board members and co-opted members – a record of names, dates, and roles.

Ken will be the person to write to co-opt people onto the board with a specific role.

4.8 Corporate presentation

A copy of the TADCLT logo needs to be obtained from Peter Weston for the official headed note paper etc.

Ken will circulate templates of the headed paper to board members.

4.9 Obligations and standard of conduct

These were agreed by the board and will be signed by them when the Official TADCLT Logo has been printed.

4.10 Web-Site

A web-site for TADCLT is required to keep the Parish updated of events.

The minutes need to be put onto the web-site after each meeting.

There will be a members section and a Board section. Ken hopes to have the web-site up and running by November.

4.11 E-mails

All members of the board have their new e-mails up and working. All future E-mails will be sent to TADCLT addresses.

An address will be published so that people can contact TADCLT.

5. AOCB

A member had tried to hand in a CV at the Special meeting on 26th September 2016 with a view to applying for a position on the board of directors. This was too late on that occasion. The gentleman will be asked to send in his CV to the board with a view to co-option depending on his skills.

It was decided that co-opted members can only attend a board meeting if it is relevant. Co-opted members do not have the right to attend a meeting unless invited to do so.

Tattenhall on line

Under the Parish Council Heading there was a paragraph that had been written about TADCLT. It was discussed whether we initially (until our web-site is up and running) need our own space on Tattenhall.org. Lesley Grainger is going to look into this. We may be able to have a link from Tattenhall.org to TADCLT web-site.

Board meetings will not be made public. The minutes will be put onto the Web-site.

There will be 3 public meetings per year for TADCLT members.

6. Next meeting

Weds 2nd November 2016

Weds 30th November 2016

Weds 4th January 2017

The first Wednesday of the month from then on throughout 2017.

7. The meeting closed at 21.15.