

## Tattenhall & District Community Land Trust

### Minutes of Board Meeting on Wednesday 8<sup>th</sup> November 2017 held @ Carriages Restaurant

**Attendees:** Lesley Grainger (Chair), Graham Spencer (Vice Chair), Carol Weaver, Sheila Chapman, David Tanswell. Invited attendee: Andrew Morris, Bramwell Morris, Accountants

1. **Apologies** Mike Jones CWaC Councillor
2. **Minutes of Board Meeting 4<sup>th</sup> October** were approved.
3. **Actions from previous meeting:** Andy Morris spoke to the group. The Chairman asked what records do we need to maintain? We needed to appoint a Finance Officer (from within the Board) Carol Weaver offered to do this. A simple spreadsheet of Income & Expenditure needs to be maintained. As Carol already does this for the Parish Councils she is Clerk to, this seems ideal. We must keep VAT receipts for any expenditure which needs to be claimed back. Andy asked if our properties were for sale or rent. We confirmed rent. Most of our expenditure will be on the build of our units. New build attracts no VAT, so suppliers need to be aware of this fact before they invoice us.

Andy said financial returns to the FCA need to be filed within 7 months of our year end, which has been specified by the FCA as 31<sup>st</sup> October each year. We therefore need to file a 'NIL' return for the 'year' to 31<sup>st</sup> October 2017 as we had no Income or, indeed, Expenditure in the 12 months.

Graham mentioned the application we are making to 'Localities' for a grant to pay for architect/legal fees etc. We need a note from Andy of his charges to allow Graham to include them with our application.

4. **Bank Account** Lesley reported the Bank Account is now fully opened. She has received paperwork via the Library (our registered office) which included cheque books & paying in books. She asked if someone could call at the Library to see if there was any other paperwork from Santander, as she is awaiting our 'pin' number.
5. **Land Ownership Issues:** No further progress.
6. **Architects:** The topographical survey had been forwarded to both NWD & Saxonby. Should we now be instructing our chosen architect? Can they commence work immediately, with payment, say, in December/January? Also need to brief solicitors reference ownership of the land. We need to make contact with the Finance Committee of the Parish Council, through the Clerk and Iain (as courtesy) about our hopes for their financial contribution and request their support.
7. **Application to National body set up costs grant:** Lesley confirmed we have been awarded £4,000 from the National Body from our submission last month. Lesley felt it would be transferred via BACS and she will advise our contact at National of our sort code & account number.
8. **Funding Options:** Graham is working on our application to the 'Localities' team through the Community Led Building Projects Grant programme. This is a very complicated application. Needs lots of information. Hopefully the information now available from our solicitors, accountant and architects will assist its completion. These grants have been available for 3 years ending in March 2018 and Graham was beginning to understand why they had been so under-subscribed !
9. **Housing Needs Survey:** Sheila reported that John Heselwood had emailed the initial data he had available, which she had circulated to Board members. However, full results will be delayed until, he feels, nearer Christmas. There has been more data to collate than was originally

envisaged. Also boundary changes had skewed the figures and he would have to allow for these. When we do have the final analysis, results will be shared with both ourselves and the Parish Council.

**10. Conversations with chair of the PC & Rachel Rens:** Lesley had met with Iain Keeping, Chair of the Parish Council, to give him an update on the C L T. She explained the 'chicken & egg' situation we find ourselves in, one of the remedies being the loan from CWaC. She discussed the role of the Parish Council in receiving the funds on our behalf. She also discussed the PC applying for Planning Permission on our behalf, reference half price fees. Also could they pay for the Planning Application itself? We need to request these costs be added to the precept, which is settled in January each year.

Lesley had also contacted Rachel Rens (Housing Policy Officer @ CWaC). Requested clarification of exactly what we have to do to claim the £150,000 help with build costs. Will fully worked up costs of build be sufficient, do we need Outline or full Planning Permission? Rachel promised to go away and talk to others within CWaC and come back to us, in writing, with what we have to do. Rachel had not come back to her and Lesley will now chase her.

Carol will also contact Niall Casselden, of Planning Department @ CWaC to ascertain if we can apply for 'Outline' Planning Permission, or whether we need to go for 'Full'. She will request a meeting with him, maybe on site, to refresh Niall as it is probably 18 months since he was on site.

**11 AOB:** There is a National C L T Conference in London on 27<sup>th</sup> November 2017, a full day event. Lesley has applied for a bursary to purchase one ticket for this event. The Board felt another Board member should also attend. Sheila was nominated and it decided unanimously for both to attend. Lesley had priced railway tickets/underground tickets. The event is being sponsored by CAF Venturesome and they had contacted Lesley but she had been unable to take their call. She will contact them to arrange a mutually convenient time to speak. See if they can be of any assistance.

Contact with our MP Antoinette Sandbach. We did not think Mike had been in touch with her. Carol was contacting her on another matter and would mention our site visit at the same time.

Membership Form Mike will be supplied with a printed copy to revise, taking into account our current membership policy. The pdf format we currently have does not allow modification.

**12 Date of next meeting:** Wednesday 6<sup>th</sup> December 2017 – the Conservatory of 20 Greenlands, Tattenhall

## **11. Action List:**

**LG** Advise our contact @ National body our Bank account details for payment of grant

Chase Rachel Rens @ CWaC

**CW** Contact Antoinette Sandbach re: a site meeting

**GS** Pursue application to 'Localities' team Community Led Building Projects Grant

**MJ** Amend Membership Application Form

**Anyone** Call @ Library for post from Santander