

Tattenhall & District Community Land Trust

Minutes of Board Meeting on Wednesday 26th April 2017

Apologies: None

Attendees: Lesley Grainger (Chair), Graham Spencer (Vice Chair), Carol Weaver, Sheila Chapman. Also in attendance by invitation Councillor Mike Jones

1. **Minutes of meeting – 26th April** were approved as a true record
2. **Matters arising:** The Chairman reported that Ken Black has given his notice as a Board member. The Chairman had met with Ken, expressed our regrets and thanked him for what he had done. She had had a handover with Ken, an electronic copy of the FCA registration. Details of the 1+1 email account. Decided we would use our own email addresses for the future and look at one for T&DCLT in the future.
3. **Legal entity:** Asked at the Library but no paperwork copies received by them.
4. **Bank Account –** Chairman had the paperwork, which need signing from Santander. Signatories would complete at the end of the meeting. What type of accounts? Current Account & Deposit also. Who will sign? Two out of three signatories. Visa cards? No. Now need to go to Santander in Chester to progress our application. £5 per month account charge. Transaction charges? Yes, less using electronic transfers. Open account with our suppliers and pay monthly to minimise transaction charges?
5. **Land Ownership Issues:** No further progress. **Action: MJ & GS**
6. **Architects:** We had met with two colleagues from NWD again. Pursuing dates for meeting with James Wood of Saxonby. We are to instruct NWD to undertake topographical survey and PC is aware this bill is to be paid from Mike's members budget money they hold on our behalf. Mike had prepared a 'principle designer' letter of appointment for whoever is successful. Colleagues of Graham will be asked to look over the document. Lancaster & Moloney? No progress with them, due to their lack of response we will not pursue their involvement further. **Action LG & GS**
7. **Grant funding:** Chairman previously confirmed she had completed paperwork for application for funding from the national body. Sheila had approached Ian Crawley and he is more than happy to look over our application and make recommendations before it is submitted. The application to CWaC still needs detailed costings before we set up another meeting with Rachel Rens.
8. **Membership Policy:** Using Mailchimp was not a success. Very few responses and on query many claimed not to have received the email. Moving back to paper copies and voting slips. Approached Alison @ coffee shop and Lesley @ Post Office to have voting boxes, both agreed. Also a postal box on the wall by the Library? Sheila was typing up labels. Ask Iain Keeping (Chair of PC) if we could use the printer in the PC office. **Action: LG & SC**

9. **Housing Needs Survey:** Letter had not been done by Ken, so undertaken by Chair & Sheila. Letter had been signed by both Chairs (CLT and PC) and delivered to John Heselwood of CCA. Due to his going on paternity leave shortly the HNS will be sent out on his return. Sheila will advise date of his return. Lesley has written an article for Tattenhall Online. Action: **Action: LG & SC**
10. **Financial:** A spreadsheet is needed. A financial return as at 30th October 2017 is required by the FCA. GS will speak to Andy Morris to understand the information we need to provide also may speak to Andy Scarratt of PC. May get A M to come and speak at our next board meeting..
11. **Date of next meeting:** Wednesday 16th August 2017 @ 7.30pm in C L T office.