



Eastington Community Land Trust Ltd. (ECLT)

119th Meeting of Board Members

Village Hall 7.00 pm

Thursday 18th August 2022

Minutes

1. **Attendance:** Muriel Bullock (Vice Chair) (MB), Lynne Farnden (Treasurer) (LF), Alan Brasier (AB), Tom Low (Secretary) (TL), Martin Elliot (ME). Chris Bennie (General Member)

Apologies: Tom Morrison (Chair) (TM), Nicola Rowlings (NR), Anthea McCann (AM), Tim Crane (TC), Cllr John Jones (JJ).

Declarations of Interest: none

2. **Public Session**

MB chaired the meeting in the absence of TM and welcomed Chris Bennie, who introduced himself. MB invited him to ask questions at the end of the meeting.

3. **Approval of Minutes**

The minutes of Board Meeting of 4th August 2022 were approved to be signed by TM at a later date.

4. **Financial and Administration Report**

- 4.1 **Invoices**

There were no invoices for consideration.

- 4.2 **Interim e-mail approval of purchase order**

TL recorded that a single tender for the production of a Statement of Truth by Anthony Collins LLP was unanimously approved by e-mail, in the sum of £750 plus VAT on 10th August.

- 4.3 **Arrangements for Q3 internal audit**

It was agreed that AB and TL would join LF on Saturday 27th August to perform the audit.

ACTION: AB, TL, LF

Signed by MB, chair of this meeting 2022

5. Project Two

5.1 Update on exchange of contracts

TL reported that our solicitor had only one query outstanding on the Eastern Portion contract. LF and TC had sent in questions to TM since the last meeting but LF and all trustees present agreed that all documents were fit for signature.

This would be done by TL signing via a system called DocuSign, which obviated the printing and circulation of physical copies.

ACTION: TL to sign when available

TL handed out copies of a Gantt Chart, showing the interaction of key steps from Exchange of contracts through Planning Permission to start-on-site.

5.2 Update on S 106

Terri Hibberd had confirmed to TL that she and colleagues were happy with the S 106 and awaited 2RH solicitors.

ACTION: TL to chase

5.3 Progress on planning application

Richard Fellows, who is a full partner at Quattro, made the most recent response directly to National Highways in the absence of John Chaplin, SDC planner. TL expressed hope that the return of Mr Chaplin on August 22nd would prompt some further action.

ACTION: TL to monitor

6. Date of next meeting

The next meeting was agreed as 1st September 2022 at 7.00 pm in the Village Hall.

Meeting closed at 7.40 pm

Tom Low Secretary

August 2022

Signed by MB, chair of this meeting 2022