



Eastington Community Land Trust Ltd. (ECLT)

124th Meeting of Board Members

Village Hall 7.00 pm

Thursday 1st December 2022

Minutes

1. **Attendance:** Muriel Bullock (Vice Chair) (MB), Anthea McCann (AM), Alan Brasier (AB), Tom Low (Secretary) (TL), Martin Elliot (ME), Tim Crane (TC).

Apologies: Tom Morrison (Chair) (TM)), Lynne Farnden (Treasurer) (LF), Emma Pickernell (EP), Nicola Rowlings (NR), Cllr John Jones (JJ).

Declarations of Interest: none

Chair: in TM's absence, the meeting was chaired by MB.

2. **Approval of Minutes**

The minutes of Board Meeting of 17th November 2022 were approved to be signed by TM.

3. **Financial and Administration Report**

- 3.1 **External Examination of Accounts**

Trustees present agreed that they were happy with the accounts, subject to further detailed analysis by LF. Decision held over to next meeting.

ACTION: LF

- 3.2 **Invoices**

TL intimated that the Examiner's invoice was available for payment and it was agreed that LF could pay this when she was satisfied with her detailed examination.

ACTION: LF

- 3.3 **Review of Insurance Renewal Questionnaire**

Item postponed to next meeting.

ACTION: LF

Signed by MB, chair of this meeting 2022

3.4 Arrangements for TL's sabbatical

TL reported that he had been discussing ways of taking a sabbatical in 2023 and decided it was best to resign both as Secretary and as a Trustee. That would allow a sharing of roles amongst Board Members on a permanent basis and would entail TL re-applying to be a trustee in 2024.

Whilst some details had to be sorted out and proper role descriptions mapped, it appeared that three roles would exist in future:

- Company Secretary, the electable role defined in the Rules.
- Minutes Secretary, including agenda drafting, assembly of reports and hall bookings
- Technical Director, covering interaction with Planners and Consultants and leading on tendering for consultancy work.

The latter two roles would not require AGM election and could be handed over once approved by Board, such as at the next meeting.

All three roles would have interaction with the Chair and Treasurer, which also requires refinement prior to a formal report to the next meeting.

ACTION: TL and others

3.5 Arrangements for AGM

TL explained that, as this would be the sixth AGM, six Trustees would be due for re-election. AB had signalled his intention to retire at this stage, having served 3 years on the CLT Steering Group as well as ECLT Ltd. As described above, TL would also retire.

The remaining four founding Trustees of ECLT Ltd will all seek re-election and three of the recent Trustees are not due for re-election until 2025.

EP, being a co-optee, requires to be elected for a full 3-year term.

The roles of Company Secretary and Treasurer have to be formally elected

The net result will be three vacancies with the option of TL re-applying in 2024.

The AGM will be either on 2nd February 2023.

4. Project Two

4.1 Update on exchange of contracts and S 106

There has been no reaction from the Landowners' solicitor. We also await acceptance or the modifications to the Lease from 2RH's solicitor.

Signed by MB, chair of this meeting 2022

4.2 Progress on planning application

National Highways have come back with a formal letter dismissing the 6-month embargo and formally listing their Conditions. SDC will issue a full list of draft Conditions shortly.

5. Date of next meeting

The next meeting was agreed as 15th December 2022 at 7.00 pm in the Village Hall. Advance apologies from JJ.

Meeting closed at 7.40 pm

Tom Low, Secretary

December 2022

Signed by MB, chair of this meeting 2022