

**MINUTES OF Arundel CLT Board of Directors Meeting held 18 March 2021
[CORRECTED Jan 2022]**

By video-conference (due to coronavirus)

Directors present: Wendy Eve (Deputy Chair), Darrell Gale (Chair); Hilary Knight; Graham Lane (Deputy Treasurer); Marc Rankin; James Stewart (Treasurer); Paul Summers (missed some parts of meeting due to poor connectivity).

In attendance (from part-way through Item 3) Cllr John Bradley ATC

1. **Apologies** – Tom Basham, Martyn Pettifer, Tom Warder

2. **In Memory of Pete Crowe**

The Chair and Secretary spoke of Pete's contributions to the set up of the CLT and the board's first year. This was followed by a minute's silence in memory of Pete who died recently.

3. **Minutes of meeting held 18 February [corrected Jan 2022] 2021 APPROVED** as correct record.

4. **Matters arising not elsewhere on agenda**

- FAQ response for accessing social housing on Ford Road – updated version with ADC links on website which can be further updated when eForm is available. HK to check once again this is indeed the case.
- Copy for Bell June edition – cut off date 23 April – when there has been a decision on Ford Road would be good to have coverage from Neighbourhood Plan/Town Council angle (but, see below, earliest decision expected is end April). For this one: different angle/focus – why a CLT? What's in it for the town?
- Alternatives to Zoom – JS said Messenger Video is another possibility. We may be able to have in-person meetings from July. We may want to move to hybrid meetings with some participants in the same place and others dialling in.
- Building with Nature Standards – more information via Polly Eason from AiRs had been circulated with the agenda papers. As discussed at last board meeting, we are not actively pursuing this now.
- HMRC – JS has chased HMRC again and our issue has been escalated – could take 8-10 weeks. We will not be liable for penalties for late reporting because we raised the issue in October 2020 which was within the reporting limits. TW has been in touch with Rosie McBride from NCLT but the information from that route refers to different Rules/charitable status from us. Risk of accountant's costs of £400-£500pa.
- PS has dropped off some leaflets and membership forms for the St Nicolas Parish office

- MP had attended NCLT webinar about buying/transferring charitable assets and sent a follow up email to all Directors
- HK showed on screen and read out TB's proposed amendments to the DP Policy and this was agreed. HK said she wanted to check if there was any value in ACLT holding information about 'details of local connection' as this would need to be assessed by ADC/the Registered Provider anyway. The draft wording reads as follows:

Expressions of Interest in Ford Road Project

Anyone with an interest in taking advantage of the affordable housing that will be delivered through the Ford Road project can register that interest with the ACLT. The information collected in order to record this interest will be used to determine demand and provide updates to the registered individuals.

- Full Name
- Home Address
- Email Address
- Nature of interest (shared ownership/rental)
- Details of local connection
- Confirmation they are happy to be contacted by the ACLT in future

Records will be held for the duration of the Ford Road project or until a request is received to un-register from the individual concerned.

HK to check with TW and possibly Aster to ensure join-up with proposed ADC process, including possible information sharing aspects and process for accessing Shared Ownership homes.

Farmer's Market – food/essential only in March but HK will find out if we can have a stall in April.

5. NCLT Briefings

- 1 April Community Housing Fund MR
- 21 April Obligations involved in partnering with a housing association HK
- 28 April Organising and delivering engaging online events GL

6. Ford Road project update – including Local Lettings Policy consultation with members

JS updated the board on a recent phone call with Guy Dixon from Savills, as follows :-

- A site-walk about is being arranged for the afternoon of Friday 9 April for DG, TB, HK, PS, WE, JS, Tom Warder and Karl Hine. JB will join if he can.
- The latest information is that ADC Planning Committee will consider the Outline Application at 1330 on Thursday 28 April. Following requests from ADC, further Archeology and Ecology information has been added to the Submission and the Master Plan has been revised. JS will link these changes from our website. DG and JS will speak at Planning Committee.

- Guy says it is premature for Aster and Savills to meet to finalise the financial arrangements. There has been exchange of details between lawyers regarding the S106 but engagement is not expected until after the Outline planning decision.

The board reviewed the draft email to CLT members asking for views to inform the Local Lettings Policy on local connection criteria. It was AGREED to go ahead – details of financial thresholds to be added, 'family' member to be changed to 'household' (for school connection) and spelling of Walberton to be corrected.

7. Governance

The note on the arrangements for the 2021 AGM and Director elections was discussed. Even if all four Subscriber Directors stand for a further 3 year term, we will be down to 8 Directors so agreed to recruit up to 12 using the Skills Matrix agreed last year and without the need to highlight any particular skills as lacking. Diversity of age and gender on the board would be welcome.

It was agreed an all-member Newsletter should be sent out about the lead-in to the AGM and explaining we want to recruit more members and Directors. We will also ask the two schools to put information in their Newsletters to parents.

The lay audit will be after the board has considered the year end accounts on 29 April. Need to confirm who the two lay auditors are. It does not need to be a qualified accountant. Hopefully David Cooper will do it again. (Action JS/GL)

Discussion about having a non-virtual AGM or a hybrid, i.e. some people in person and others joining virtually. Member consent, as last year, will be needed for any arrangement other than in-person due to way the Rules are drafted (Action HK).

Discussion about current ATC Survey which implies we cannot take free use of Town Hall for granted.

8. Annual Review of Standing Orders

HK reported that MP had confirmed he had checked the Standing Orders and not identified any issues other than the possible amendment about bank signatories.

It was AGREED to amend Standing Orders (Financial Regulations) to include working practice for Bank Payments that the Treasurer or Deputy set up the on-line payment and the Chair or Secretary to be the second authorisation.

9. New member application

Caroline Elderfield, 34 Tarrant Street – 10 shares APPROVED

10. Any other business

Volunteer needed to take minutes on 29 April. HK will approach MP when he's had time to convalesce from recent hospital admission and surgery.

11. Date of next meeting – Thursday 29 April (apologies HK)