

**Minutes of Meeting of Arundel CLT Board of Directors held Thursday 17 August
2023 at 30 Torton Hill Road, BN18 9HL**

Present: Caroline Elderfield; Wendy Eve; Hilary Knight; Martyn Pettifer; Paul Summers.

PS thanked Wendy for hosting the meeting (and quality of biscuits noted).

Apologies – Amelia Lazareski; Nick Chalk, Tom Basham, Tom Warder, Graham Lane, James Stewart

ANNUAL BUSINESS

1. Election of Chair and Deputy Chair

WE took the Chair for this item . Paul Summers re-elected as Chair unanimously.
Proposed WE Seconded MP.

Wendy Eve re-elected as Deputy Chair unanimously. Proposed PS. Seconded HK.

2. Election of other Officers

HK confirmed she had confirmed with those not present that they are willing to re-stand.

James Stewart re-elected as Treasurer unanimously. Proposed HK. Seconded WE
Graham Lane re-elected at Deputy Treasurer unanimously. Proposed HK. Seconded MP
Hilary Knight re-elected unanimously as Secretary. Proposed MP. Seconded PS.

HK proposed new position of Deputy Secretary. Caroline Elderfield elected unanimously.
Proposed HK. Seconded WE.

3 Delegation of Data Protection responsibility.

HK explained that the Standing Orders refer to general legal compliance such as Data Protection being of the Secretary. TB has agreed to take on this responsibility for the board and will be noted as our Data Privacy Contact in the Data Sharing Agreement with Aster.
AGREED.

4 Dates for board meeting 2023/4 and 2024 AGM

Board meetings: 21st September, 19th October, 16th November, 7th December, 18th January 2024, 15th February, 21st March, 18th April, 16th May (this last date may change if there is a clash with Annual Town Meeting).

AGM: Thursday 20 June



HK said she and Paul had agreed that we will keep open option for people to join online if not practical to attend in person. Individuals need to ask her for a link a couple of days in advance.

5 Banking arrangements

Existing authorised signatories: Paul Summers; Hilary Knight, Graham Lane, James Stewart confirmed.

6 Approved signatories for any legal or other appropriate business.

The Secretary and one other board member. Agreed.

7 Board education and team building

Latest Skills Assessment matrix considered and agreed to be adequate for current situations.

8 Decide when to conduct the annual risk assessment

HK suggested the annual cycle should ensure this is review by end each year, immediately after the annual review of our Plan document.

HK has provided some updates to TB which will be reviewed by the full board at the next meeting.

9 Schedule other annual business

Quarterly financial accounts: 18 August (Quarter 1); 19 Oct (Quarter 2); January (Quarter 3). Annual Financial Statements 18 April.

HK to create schedule.

Agreed that Standing Orders to be reviewed by March/April (with follow up as necessary April/May)

10 Appointment of Directors following AGM elections

HK emailed details of terms of office 10 August and request to make sure Declarations of Interest and Close Connections up to date for Directors' Register, website and FCA return

ORDINARY BUSINESS

11 Minutes of last Board meeting held 29 June 2023

No changes, minutes agreed.

*Chair here suggested that Matters Arising and Other Actions from previous board meetings should be moved to end of Agenda. See * below*

15 Aster Data Sharing Agreement

P. Summers

Reviewed by HK & TB. TB had clarified we do not have a Data Protection Officer and do not need to register with the Information Commission. He will be listed as our Data Privacy Contact and HK will sign on behalf of ACLT. HK will query reference to duration of the Agreement being 'as per service contract' and ask if something more relatable to our situation with Aster can be referenced instead.

16 Management accounts to 30 June 2023

Agreed.

17 Ford Road Project

Legal – report back from sub-group (HK/MP/JS): legal documents have been issued and meetings held with ACLT Solicitor and Lizzie from Aster to understand them.

Two meetings have been scheduled involving Earl Henry, an Esquire Director, Aster and ACLT. September 11th online and 30 October in Arundel. ACLT will be represented by PS, HK and JS though JS may not be able to join the online meeting.

Service Charges – a useful meeting with Aster had taken place on 1 August. We need to understand the formula behind the apportionment between the AH and the market housing proposed by Esquire, and gain assurance it will be honoured over time. Within the amount Aster will be liable to pay the Management Company, Aster proposing the 27 AH occupiers all pay the same amount, rather than apportioned by size of property. HK suggested we ask Lizzie for more explanation of why this option is recommended.

HK to speak to Head of Shared Ownership at Aster about high number of registrations of interest for Shared Ownership and date-order priority.

Corrine suggested we make a list of commitments in s106 that involve ACLT.

18 Membership applications – none.

19 Correspondence

Letter from Andrew Griffith MP containing expression of support for ACLT.
HK to write thanking for support.

20 Any other business - none

*** 13 Matters arising not elsewhere on the Agenda and list of Outstanding Actions**

ADC Gillian Taylor at ADC took over Arjan's role during 2022 and keeping records re. Ford Rd site but maybe a gap between him leaving and her picking this up.

HK has been in touch with TW for support in arranging meeting with relevant people at ADC to ensure understanding and buy-in to Allocations and Nominations arrangements within the Section 106.

Ford Rd Gifted Land

HK reported back from minutes of June ATC meeting identifying three possible options. The latest information is that the Residents' Questionnaire, which will include reference to these, will be in September.

Some people are suggesting the Town Hall gifted land should be used for more AH. This would require further planning permission.

Government legislation re. improving biodiversity. This has implications for value of the land. Could this help improve current plans? Chair suggested raising question again at October meeting.

Travel Plan - updated version has been posted on ADC planning portal: ADC Planning Committee have asked for ACLT comments which HK has provided. Description of current situation not accurate although bus routes are now correct. e.g. 'good cycle routes' based on assumption can be accessed within 15 minutes without any reference to danger of cycling on Ford Road. Speed limits - 60mph limit not safe. Should start 30mph at Priory Lane now the Built Up Boundary has been extended? Chair confirmed that ACLT comments should be put forward in the interests of the community. Also, possible that AH residents will be more in need of non car options than those living in market homes. (Action HK)

FCA Return

by 31st October - complete at September board meeting.

***14 Other actions arising from previous board meetings**

Farmers' Markets - roving ambassadors. Less appropriate during Festival when so many visitors. PS available for September market. Photos taken in a public place are not deemed to need specific permission (WE)

HK thanked CE for help in updating members' details and sending share certificates for members who have joined since April.

CE to invite member Elizabeth Maidlow to observe at September board meeting.

21 Date of next meeting 21st September