

**Minutes of meeting of Arundel CLT Board of Directors held Thursday 18th April
2024 at Arundel Town Hall**

Present: Tom Basham, Nick Chalk, Caroline Elderfield (Minutes), Hilary Knight, Graham Lane, James Stewart, Tom Warder, Martin Pettifer (Chair), John Morrison (ACLT member and prospective director).

Arthur Trehwella, Angmering CLT.

- 1. Apologies – Wendy Eve, Paul Summers**
- 2. Minutes of last Board meeting held 21 March 2024**

JS asked for clarification of minute (Item 3, line 1) about he and TW applying for further ADC grant. This has been put in hand since the March board meeting. Minutes agreed and signed.

- 3. Angmering CLT**

The Chair welcomes Arthur Trehwella, board member from Angmering CLT who shared their opportunities and experiences in Angmering. Their objective is to provide affordable housing for people who do not qualify for ADC list but also cannot afford to buy/rent on open market. Angmering CLT has two developments - Swallows Gate, a completed group of 5 properties (3 let and 2 x 50% shared ownership) on the edge of a private development and Mayflower Way, a flagship development of 12 houses yet to be completed on land gifted by ADC.

The ensuing discussion addressed both advantages and potential pitfalls faced by new CLTs: best to separate different projects. - Any profits can then support future borrowings. Availability/sourcing of local land/grants. Advice/guidance available from Sussex Housing Community Hub and CLT National Network. Importance of clear financial advice/planning and risk assessment – eg liabilities in regard to Company Tax, Capital Gains. Unforeseen difficulties, potential rising interest rates and construction material costs. Conditions for tax-free status. Insurance liability, etc. Choosing a developer. Value/costs of managing agents. Partnering with Registered Providers of Affordable Housing.

Thanks from Chair to Mr Trehwella for an open and constructive talk/discussion that was mutually informative.

- 4. Ford Road Project update.**

Esquire marketing event in Arundel Town Hall - Saturday 30 March. JS reported on positive event and co-operation between Esquire and ACLT. He handled several enquiries about AH - on list, wanting to downsize, etc. Queries about classification of



eligibility, criteria in making decisions, how list is managed. Poor feedback from ADC reported.

Price list from pack missing – HK to follow up

Omission from ADC e-form to check eligibility due to children being in local school – HK to follow up.

Do tenure blind standards also apply to interiors of AH? (rented and SO) -

Contract for Sale and Lease - Legals taking longer than anticipated and sub group agreed to awaiting Aster/Esquire resolution/progress before ACLT review further.

Management Company - Online meeting with Aster on 30 April 12-1pm. HK,,JS, MP confirmed. Apologies PS. Other Board members invited to join. ACLT questions to be provided in advance.

Open Space next steps - Esquire retaining control of planting specs. Approach them again to request/attempt/influence to involve community interests when they have appointed landscaping contractor

School Visits - David Braddon has not yet responded to email of 11 April. MP raised potential for insurance difficulties with on-site visits whilst under construction. PS/JM talking to both school Heads re. programme. Programme may include more virtual content rather than just one-off site visit. Archive of old Arundel maps available. JS

5. **Amendments to Financial Regulations**

Consideration of wording/language, other points discussed. Email will be considered an official document for the purposes of the financial regulations. A paper 'hard copy' will be required in any event for record keeping (as is good practice). Good value must be considered at all times as commitments can add up.

Agreed amendments will be put into tracked-changed Standing Orders/Financial Regs document for formal vote at next meeting.


6. **Financial Statements for year to 31 March 2024 – agreed**

Numbers of members at 31 March 2024 confirmed at 124 and to be included in version for sign off at AGM and in annual FCA return. Agreed that three-director review could take place at same time as May board meeting so everything ready for AGM.

7. **Membership Applications.**

3 new members approved.

Essential to have up to date emails of members to enable communications.



Data security - confirmed that addresses/bank/cash details to be removed from minutes.

Should membership list be published on website?

JM shadowing HK re. membership details towards role as Membership Secretary. To review reconciliation with MailChimp with JS and review any data security/protection issues with TB.

8. AGM

Town Hall confirmed at cost of £55.

External speaker – if consultant is appointed and ADC grant approved - invite to introduce themselves and the project.

ACLT new Strategic Plan- to be presented by, say, 3 current directors to engage membership with view to new plan being signed off by new board after AGM.

First meeting after AGM 4th July.

Timeline for AGM & FCA reporting cycle

Director nominations- pre-advertise & engage potential directors - include in April Newsletter.

Board review final version of Financial Statements and 3-director review – 9 May.

AGM Notice - 21 days including advertise Director vacancies. Also cut-off date to consider new membership applications

Director notifications - cut-off - 14 days.

Director nominations sent to members asap following cut-off

1st board meeting after AGM- board elect officers, etc. – 4 July

FCA Annual return signed off by board - tbc

FCA Annual return filed before 7 months from year end - 31/10.

9. Strategic Plan - 2024-2028.

Comments on draft circulated (hard copies tabled)

- brownfield sites a scarce resource in Arundel. Ambition to have just AH on brownfield sites? Considered too restrictive at present but keep this open as to how to get wording right
- idea of what would success for ACLT look like in 2030? Keep list of things we would like to contribute to.
- communications and engagement – keep abreast of email feedback/respond to social media posts online e.g. Facebook sites.
- observe financial budgeting measures.

10. Correspondence

TW awaiting response from ADC (Gillian) re. further £5,000 grant from ADC. JS to email a reminder.

CLT Network Conference in London, 21 June - HK and PS will register for ACLT's 2 places



11. Matters arising not elsewhere on the Agenda

Bell April deadline - Tony Hunt agreed inclusion of updated ACLT article. Mention of Cllr McAuliffe role in grant from ADC to be included.

Lead Councillor - HK emailed Mayor but too late to change. Review this later. In meantime, invite Lead Councillor to AGM.

ADC Grant of £17,000. Agreed in principle by Planning and referred to Legal for sign off. ADC suggested we take total residual sum from C106 which is slightly more than the £17K we applied for.

12. Any Other Business

Cottage hospital Land. Any possibility of this site, or part of it, being available for AH? MP has previous insight. Land still owned by Angmering Trust/Norfolk Estate? Hospital still in use and likely to want to retain their part of site. Keep in mind – consultancy scoping includes potential for exploring potential of further projects with NE.

13 Date of next meeting - Thursday 9th May, 7pm Town Hall.

Last opportunity to accept new members for them to have vote at AGM

RS