

**Minutes of Arundel CLT Board of Directors Meeting held Thursday 1 July 2021,
7pm, by video-conference (due to coronavirus)**

Present: Tom Basham; Wendy Eve, Darrell Gale; Hilary Knight; Graham Lane; Martyn Pettifer; Marc Rankin; James Stewart; Paul Summers; Tom Warder (Action in rural Sussex). John Bradley (link councillor with Arundel Town Council).

ANNUAL BUSINESS

2. Election of Chair and Deputy Chair.

Darrell Gale elected at Chair (Proposed by Wendy Eve and seconded by Martyn Pettifer)

Wendy Eve elected as Deputy Chair (Proposed by Darrell Gale and seconded by Hilary Knight).

3. Election of Treasurer, Deputy Treasurer and Secretary. Also, delegation of Data P Officer.

James Stewart elected as Treasurer (Proposed by Darrell Gale and seconded by Paul Summers).

Graham Lane elected as Deputy Treasurer (Proposed by Darrell Gale and seconded by Paul Summers)

Delegation to Tom Basham to be Data Protection Officer confirmed.

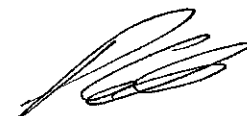
4. Consider whether co-options are needed because, following the election of directors at the AGM, either the board is too small, or is lacking in skills and experience (have regard to recommendations to the AGM).

HK suggested we should consider co-options: although the current board is a good size with the right mix of skills and experience, we have seen in the last year how quickly the situation can change with the resignation of Directors for personal reasons. She suggested we sound out potential people and invite them to observe a few board meetings before any commitments are made on either side.

5. Dates of board meetings:

5 August; 16 September; 21 October; 18 November; 20 January 2022; 17 February; 17 March; 21 April; 19 May. AGM 2020: 16 June

Continue with virtual meetings for time being. ATC considering fair and balanced approach to charging for community groups. If necessary we will meet in private homes.



6. Banking arrangements

Signatories are JS, GL, DG and HK. Standing Orders updated at AGM to clarify authority levels.

7. Signatories for any legal or other appropriate business.

Secretary and the Chair or one other board member.

8. Board education and team building

All Directors encouraged to make good use of National CLT Network and AiRs seminars. Team building belayed until social distancing risks have eased.

DG suggested we organise an event sooner rather than later and requested TW/AiRs to provide facilitation.

It was agreed that a visit to another CLT would also be a means to foster team building. HK agreed to contact Wickham (East Hampshire).

9. Annual risk assessment

November proposed – having reviewed plan in October.

10. Other annual business eg. review of Standing Orders

Shown on schedule which will be added to Actions Checklist

11. Appointment of Directors following AGM elections

Retirement by rotation and term dates noted:

Thomas	Basham	2022
Marc	Rankin	2022
Paul	Summers	2022
Graham	Lane	2023
Martyn	Pettifer	2023
Darrell	Gale	2024
James	Stewart	2024
Wendy	Eve	2024
Hilary	Knight	2024

HK said the purpose of letters of appointment after the AGM were to remind Directors of their terms dates and draw attention to essentials such as Rules, Standing Orders



and Code of Conduct. Since all board members had been involved in the process of drawing up these documents, she didn't not consider such letters are needed this year.

She reminded Directors to let her know about any updates to the Declaration of interests and close connections register which she had circulated

IN-YEAR BUSINESS

12. Minutes of last Board meeting held 29 April 2021 APPROVED

13. Draft Minutes of AGM held 17 June 2021 ENDORSED for publication on website (approval will be at 2022 AGM)

14. Accounts to 30 June circulated by JS NOTED

15. There were no Membership applications

16. Ford Road update

Planning consideration is now expected later in July

Section 106, including Local Allocations – discussions with Corrine Vincent (CLT solicitor) going well and changes to drafts provided being requested eg on choice of Registered Provider and having a say in the arrangements for the maintenance of the open space.

Financial thresholds and Priorities 1-5 in Local Lettings Policy APPROVED.

Update on Savills/Aster financial discussions – TW reported that Aster submitted figures early in June for an outline offer. These are understood to have been well received as being more or less right. Due diligence is underway.

17. Correspondence

AiRs meeting of CLTs in the SDNP 14th July 2021: DG hopes to attend

Email from Heartward Cohousing group 23.6.21: we are not able to assist

18. Any other business

Agreed to write a letter to Andrew Griffiths MP seeking confirmation of his support for Neighbourhood Plan allocation of Ford Road site for housing in light of statement in this week's West Sussex Gazette about building on green field sits.

19. Date of next meeting Thursday 5 August, 7pm by Zoom

