

MINUTES OF Arundel CLT Board of Directors Meeting held 29 April 2021

By video-conference (due to coronavirus)

Directors present: Tom Basham (until 8.30pm); Wendy Eve (Deputy Chair); Darrell Gale (Chair); Graham Lane (Deputy Treasurer); Martyn Pettifer; James Stewart (Treasurer); Paul Summers; Tom Warder (Action in rural Sussex).

In attendance Cllr John Bradley ATC.

1. **Apologies** – Hilary Knight; Marc Rankin.
2. **Minutes of meeting held 18 March 2021 APPROVED** as correct record, subject to minor clarification involving insertion of bullet points in Section 6..
3. **Matters arising not elsewhere on agenda**
 - **HMRC** – On TW's recommendation, JS had been in touch with Michelle Westbury of accountants West & Berry based in Brighton. She confirmed that ACLT must submit a tax return, and we are able to avoid an accounting surplus by spreading the grant over two or more years, with remaining grant 'carried forward' until needed. The FCA had confirmed their acceptance, and JS had accordingly prepared two sets of accounts for 2020 and 2021 (as recently circulated). The 2020 accounts, when approved by ACLT Board and lay audit, to be submitted to the FCA and HMRC via their portals, which West & Berry were happy to help with pro bono at this stage.
 - **Arun DC grant** - £5k had been received from ADC, allowing ACLT fully to engage with our solicitor, Corinne Vincent, on the basis of her £4k potential estimate (*NB Formally endorsed at Board Meeting 21 January 2021*)
 - **Farmers Market 16 April** – ACLT leaflets were available at hand sanitiser points and the Town Hall stand. Useful conversations had been held on CLT and Ford Road, but disappointingly had not resulted in any applications for membership.
 - **Copy for Bell June edition** – Had been filed by cut off date, but Gill F had advised she would be publishing 3 letters opposing Ford Road development. JS/HK immediately to forward extra copy explaining the development's relationship within the Neighbourhood Plan already approved by both ADC and ATC. **(Action JS/HK)**
4. **Annual accounts to 31 March 2020 and 2021**

JS presented the two sets of accounts prepared in line with West & Berry recommendations and FCA acceptability, including grant carry forward. New member approved on 18 March 2021 shown as £10 debtor in 2021 accounts. Lay audit required for 2020, but JS advised such action could be dropped in future now that we have a Deputy Treasurer, on the understanding that Board reviews future accounts, receipts and bank statements at least at working group level. He proposed that the lay audit be deleted from 2021 onwards with 3 or 4 Directors meeting to approve draft accounts.

DELETION OF LAY AUDIT FROM 2021 APPROVED unanimously after Treasurer withdrew from the vote.



5. AGM and Director Elections

HK had circulated a draft AGM Notice and Agenda including election of Directors for circulation to all members on 26 May 2021. On the question of a virtual v traditional meeting, TW advised that he knew of no other CLT that had changed its rules to accommodate the Covid lock down. JB noted that ATC were soon to test a hybrid meeting to maximise participation even after the scheduled 21st June end of lock down (bearing in mind some remain reluctant to venture out in person).

With all this in mind, the Board APPROVED :-

- Maintaining our Zoom subscription for the time being
- Using Zoom for the AGM (there were IT technical issues with Teams in the Town Hall) in addition to physical presence
- Asking members in the Notice if they have any objections to using Zoom at the AGM (ie have to opt out) to pre-empt any possible legal issues. **(Action HK)**

DG, JS, WE confirmed that, as Directors retiring in 2021, they would stand for re-election (HK had so confirmed in her Issues paper). The Board agreed that Pete Crowe and Deborah O'Reilly should be listed as Directors Resigning during the year in Section 7 of the Notice for clarity on overall numbers. The Secretary would Email all members, with link to website, appealing for interest **(Action HK both items)**

JS to agree with HK the final wording on Treasurer's Report in the Notice **(Action JS/HK)**.

Subject to the two items noted above, the Draft Notice was APPROVED by the Board *(Refer also to additional AGM Agenda item noted in Section 6 below)*.

6. Building membership and community engagement

DG outlined some thoughts on engaging with schools (WE noted that only 40% of attendees were Arundel residents) and community groups. TW believed membership targets were worthwhile, and added that the Adur Collective has 170 members on a 90k population. It was difficult to establish what was a sensible figure, and the Board AGREED to add this whole subject to the Agenda listed in the AGM Notice **(Action HK)**.

7. Ford Road project update

- Planning - JS reported that the outline application had been delayed until the end of May Committee. Officer recommendation expected to be positive.
- S106 Agreement – meeting had been held 29 April between NE, Aster and CLT. It was agreed that Aster and CLT's solicitors would arrange to meet to discuss & comment. The draft legal document to be circulated shortly. It was noted that ATC is a signatory not the CLT. NE wanted a change from mention of "affordable rent" to "social rent", as insurance in worst case situation of CLT failing. Agreement included £18k contribution to Highways for A27 improvements. The majority of CIL (75%) to go to ADC, some of which may benefit Arundel, the remainder (25%) to go to ATC.
- Next Steps – Earl Henry had said on 29 April that after getting outline permission, they favoured a Joint Venture with a developer to ensure that only 90 homes were built on site, and that the Estate retained their local influence over any design proposals. 4



developers had expressed interest; 3 were judged suitable by the NE. Arrangements were in hand to meet Aster to discuss their offer to build the affordable homes. CLT to meet with NE, Savills & Aster again in June after planning decision. Alastair Dighton had recently been appointed Norfolk Estate Manager.

- Local lettings – Following discussions on the results of the members survey, DG suggested that Ford and Walberton should be excluded from qualifying Parishes (both had / would benefit from recent development proposals). The top three most favoured issues, including ‘Live in Arundel’, to be taken forward to sub-group consideration next week **(Action WE)**
- Design – The Board agreed that this was not an issue for the CLT to lead.

8. New Member application for approval – None.

9. Dates of Board Meetings 2021/2022

The Dates set out in HK’s recent draft were APPROVED. The Board chose 5 August 2021 as its preferred option in that month **(Action HK)**

10. NCLT April briefings

HK had circulated her report on these useful one hour briefings on Partnering, covering Regulatory constraints, Joint Ventures and Risk management. Additional briefings were given on Community Housing Fund, and on-line events. The Board AGREED to place all such reports on our web-site **(Action HK)**.

11. Correspondence

HK had sent a sensible and measured reply to Alison Wilkinson’s disappointment that the CLT had not responded to the details of her objection to the Ford Road development.

12. Any Other Business

NCLT Membership renewal and insurance – GL noted that National CLT membership had been amended to include Directors and Officers insurance, and Company Legal Liability insurance for a discretionary contribution. This would work so long as the value of contributions met the cost of insurance – any surplus to be refunded to members. As ACLT did not currently have rental income, GL had asked that we be excused from making a contribution. Should this scheme not work, then the combined cost of insurance would be £200 (£260). **(Action GL)**.

13. Date of next meetings

- Directors’ Hustings for Members Wednesday 9 June 7pm
- AGM Thursday 17 June
- First Board after AGM Thursday 1 July.

