

Minutes of the meeting of the Colerne CLT Board of Trustees on Tuesday 25th July 2023

Present: Paddy Harman – Chairman (PH); Jane Mellett – Secretary (JM); Anne Nicholas (AN); Peter Mellett (PM); Robert Weston (RW); Clive Spencer (CS).

1	Apologies	Action
1	Ally Minch; Hilary Holman.	
2	Minutes of the previous meeting held 20th June 2023 Accepted by the meeting as a true record.	
3	Matters arising 4. (para 1.) The end-of-year report has been posted to the FCA. 4. (para 2.) Online training is now available for CLTs at the start-up stage; Clive and Robert will investigate attending a session.	
4	Finances The current balance is £158.64. Jane will ask Dick Tongue about the £200 grant from the Parish Council	JM
5	CLT Housing Needs Survey (HNS) and accompanying information (i) If available by October, the results from the HNS can be fed into the revised Wiltshire Plan. The survey will be circulated in hard copy in late September, with an online version also available; Anne to research free survey sites. There is the possibility of a strapline on the cover of the October Parish Magazine reading: "Fill out your Housing Needs Survey" (or words to that effect). (ii) The sequence of publicity and events will be: August Parish Mag - advert for AGM; end August – September Parish Magazine feature article and listed in What's On.; end September — October Parish Magazine - Housing Needs Survey circulation as insert; There will be a strong message <i>not</i> to throw the HSN in the bin.	
6	Article for the September issue of the Parish Magazine (i) Phil Chamberlain has approved space for a two-page feature article with B/W illustrations. This article (currently being written by JM/PM) will complement the HNS flier planned for the October edition (ii) Robert circulated his draft of the flier, (to be a frontage to the HNS) which aims to encourage parishioners to complete the HNS; he will continue to revise.	JM/PM RW
7	AGM – advertising and management (i) It was agreed that the whole Board needs to be validated by election at the AGM. The AGM agenda must be publicly posted one month prior to the meeting, with nominations and requests from the members for additional nominations. (ii) An annual report and a financial report must be prepared for delivery to the membership at the AGM. (iii) Anne will email the members to notify them of the date and the agenda, including a copy of the financial report. (iv) Paddy advised the meeting that he is moving away from the area and will not be standing for election as chair at the AGM. He is however happy to remain on the Board until he moves away.	JM/HH AN
8	Any other business (i) Jane gave an update on the timing for the disposal of MOD land, following her recent meeting (as a designated member of the Parish Council) with the DIO (Defence Infrastructure Organisation). Publication of the Master Plan is currently set for October. Disposal of the Barracks will not liberate the forces family housing because it will continue to be used for military personnel. (ii) Jane introduced the draft of the Wiltshire Design Guide; its significance to CLTs and affordable housing was discussed. (iii) Anne asked if Chris Cunningham is still a member of the Steering Group; also if Philip Miles remains interested in joining. Jane to contact both.	JM
7	Date of next meeting The meeting closed at 9:00 p.m. The date of next meeting is Tuesday 29th August at Clive's.	