

Minutes of the meeting of the Colerne CLT Board of Trustees on Tuesday 29th August 2023

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

1	Apologies	Action
1	Hilary Holman.	
2	Minutes of the previous meeting held 25th July 2023 Accepted by the meeting as a true record.	
3	Matters arising 7.iii. The draft Finance Report for the AGM was not included in the members' invitation to the AGM; Jane will send a copy to Anne who will upload it to the website.	JM/AN
4	Finances (The draft Finance Report was supplied by Hilary to Jane) With all major outgoings paid, the current balance is £38.84, which should soon be augmented by the £200 grant from the Parish Council. The Report was adopted unanimously.	
5	<p>Arrangements for the AGM (Thursday 7th September)</p> <p>a) <u>Formal requirements – quorum.</u> The meeting needs 10% of the estimated membership of 90 to be present i.e. nine members.</p> <p>b) <u>Nominations for and resignations from the Board and voting.</u> Paddy to open the meeting as Chair and announces his intention to step down when new Chair is elected. Election of Robert as Chair follows and he assumes control of the meeting. It was agreed to re-elect the current committee <i>en masse</i> and to then invite nominations from the floor.</p> <p>c) <u>Reports (All reports to be available on the website)</u> Jane will deliver a Secretary's report. Hilary will deliver a Treasurer's report. Both will invite questions from the floor.</p> <p>d) <u>How to present and manage discussions around the Housing Needs Survey.</u> Provide hard copies. Pete will produce a PowerPoint presentation from the final amended version (as discussed in 6. below) and send to Anne for projection onto the large screen. Pete to present – stressing the need for the survey and the need for returns; invite questions and feedback.</p> <p>e) <u>Refreshments</u> Tea, coffee and biscuits only; Jane to provide, Ally to dispense.</p> <p>f) <u>Raffle</u> Each Trustee to bring a prize to the meeting; Hilary to sell the tickets.</p> <p>g) <u>Publicity</u> Double-page CLT/HNS article already in the September Parish Magazine. Ally to organise posts to Colerne Community Pages on the Monday and Thursday of the week of the AGM. Jane will provide posters.</p>	<p>PM/AN</p> <p>JM</p> <p>HH</p> <p>AM JM</p>
6	Housing Needs Survey Final amendments were agreed; Pete to prepare a pdf for printing and a pptx presentation for projection; Jane to organise the printing of hard copies.	<p>PM</p> <p>JM</p>
7	Any other business It was agreed to meet at the Village Hall at 7:00 p.m. before the AGM.	
8	Date of next meeting The meeting closed at 9:15 p.m. The date of next meeting is Wednesday 27th September at 16 Tutton Hill.	