

Minutes of the meeting of the Colerne CLT Board of Trustees, 10.6.21

1. **Present:** - Jane Mellett(JM), Paddy Harman(PH), Anne Nicholas(AN), Peter Mellett (PM), Alison Minch(AM).

Apologies:David Squire & Polly Mercer.

2. **Minutes of the last meeting:** Accepted

3. Matters Arising:

-i) **Newsletter** - item published in parish mag with update, but Jane omitted to include the need for someone to help with website.

ii) **Bank account** - Process with Co-op.still not completed.Banking now with PC as an interim. The Parish Council has also awarded the CLT a £200 per annum grant for 3 years.

Currently we have a leaflet that speaks of £1 subscription which is the sharehold sum for all members. Decided it is best not to take individual donations till the bank account is completed. Once completed, we can put details on the website and AN can send an email to all members. AN has a basic excel list of members currently.

iii) JM has yet to send out details of the Working with Housing Associations training.

iv) **Formalised Minutes:** Once the minutes, since our incorporation have been formalised , as appropriate for publication, they can be registered on the website in a separate page.

4.Re NP and post its completion.Some discussion re the way forward once the neighbourhood plan completed, with community led housing written in. Currently, government grants for CLTs has dried up, but other CLTs are doing really well raising community share options. These give a 4% return minimum after 3 years.

5. Community Asset Register.

PH finally found the man in the planning office concerned.

Now need to check with the PC which buildings are already registered by them.(JM to follow up with pc clerk)Suggest initially register - the two pubs, clubs and shops.

To get owners details from shop users and write to them. JM to draft a letter for Paddy to send.

It was agreed that currently there is no likelihood of a partnership with the veterans housing co-op at Thickwood.

6. Policies.

i) **Finance** - Need adding - "any two of four can sign cheques or authorise payments online.

ii) **Data Protection** - The responsible person should be "the Secretary" not a specific name. We also need to have a separate email for the data protection details. This should be set up to link with the website link. We can ensure - not to pass on info to others, but should add "endeavour to ensure" . Should add " The Membership Secretary's computer is protected by a firewall and virus checker ". Query - an erasure request can only be refused if an exemption applies. **JM to check what this means with NCLT.**

iii) **Equal Opportunities.** - In the case of a complaint against the Chair - " two nominated board members and a relevant outsider." Also, there should be "three" people in any complaints procedure.

All policies should be reviewed annually.

Each policy should have the logo at the top, and marked "draft" pending the first General Meeting.

7. Website/communication with the membership.

Try to set up a regular update. At this stage not to use facebook, other than to advertise a meeting.

PM to spend some time looking at how we could improve it after the summer.

8. General Meeting. Agreed to plan for a meeting in September. [**now confirmed for the village Hall Thursday 30th September at 7.30pm**]

JM to do a short piece advertising the meeting in the September Parish Mag..

Things for the future -

Fundraising

Community Energy scheme

Housing Needs Survey - (specific for the CLT, not a LA version)

Climate emergency response for existing housing(joint project with the

Cheese Project in bristol

Looking for small pieces of land for rural exception

Upcoming trainings from the NCLT

23.6.21 - Insurance - AN to attend

1.7.21 - CLTs and Community Energy Schemes. JM to attend.

AN to attend "Meet the Funders" meeting for the Mordant and Garfield Foundations.

9. Date of next Meeting. - 9.9.21