

Meeting of the Directors of the Ashwell Community Land Trust Ltd

Held on 25 January 2024, 6.00 pm at the office at 6a Back Street.

Present: Graham Lee (Director and Parish Council Chairman), Norton Mahy (Director and Parish Council Vice-chairman), George Tait (Director and Parishioner representative).

Also in attendance: Jane Porter, Clerk to Ashwell Parish Council acting as Secretary to the Trust.

MINUTES

1 Apologies for absence. None

2 To approve the minutes of the last meeting held on 16 March 2023 as a true record.

These were proposed, seconded and approved to be signed.

Action: JP/GL

3 To note the Register of Members (as at 10 January 2024). It was noted that some dozen individuals had expressed a wish to become members but none had yet been signed up following the postponement of the planned 'launch' in May 2023. The only current paid-up members were the three directors. It was agreed that an application form and share certificate be drafted.

Action: JP

4 To note the requirements in the Rules re the following and agree any actions

4.1 An AGM to be held within 6 months of the close of the registered financial a year, ie from 31st October (rule 8.4).

It was agreed that this be held on Tuesday 26 March 2024, 7pm in the Parish Room. An agenda for the meeting to be drafted and also items for its publicity.

Action: JP

4.2 Appointment of Directors. It was agreed that the agenda for the AGM include recruitment of additional directors (rule 16.1: 'no more than seven).

4.3 Directors' meetings (rules 21-25). These were noted.

4.4 Other matters re the roles of Directors.

4.4.1 Rotation of Directors (rule 18.1: one third to retire at each AGM). It was agreed that a proposal be made at the AGM that GT, following his retirement, be re-elected.

4.4.2 Indemnity and Insurance (rule 32). It was noted that indemnity insurance was available through the CLTNetwork for c£200. It was agreed to seek advice as to when such insurance should be considered, ie when might any liability arise. Action: JP

4.5 Records and Audit (rule 35). These were noted and it was agreed that a proposal be put to the AGM re the approval of the annual accounts and any arrangements for audit. It was

agreed that a formal request be made to the Ashwell Housing Association for permission to install a notice informing that 6a Back Street was the Registered Office. **Action: JP**

- 5 **FCA Guidance on first annual return and accounts.** To note the letter received from the FCA (01 November 2023) and the requirements for submission (within 7 months of the end of the registered financial year). It was agreed that the accounts be proposed to the AGM (26 March 2024) for approval and subsequently submitted to the FCA using their Mutuals Society Portal.

Action: JP

- 6 **To receive an update on any further information from the CLT Network and/or other bodies.** It was noted that information on training, and potential costs involved, had been received. It was agreed that this could be useful in the future but would not be progressed at present.

<https://www.communitylandtrusts.org.uk/>

- 7 **To consider the next steps for the recruitment of members/issue of shares and agree actions.** See 3 and 4.1 above. It was agreed that this be publicised at the Annual Parish Meeting and as part of the AGM publicity.

Action: GL and JP

- 8 **To receive an update on the proposals for the registration of community assets and agree any actions.**

<https://www.north-herts.gov.uk/assets-community-value>

It was noted that the Parish Council had put forward a bid to NHC to register the three village pubs but NHC had informed that fuller details of community benefit were required. A request had been made to an interested parishioner to collate this but it had not been progressed. It was agreed that this be an agenda item for the AGM.

Action: JP

- 9 **Any other matters of report.**

9.1 It was agreed that research be undertaken re the status of the old school netball court site off Gardiners Lane owned by the Merchant Taylors' Company as trustees of the Henry Colbron Trust.

Action: GT

9.2 It was agreed that a community energy project be an agenda item for discussion at the AGM.

Action: GL and JP

9.3 It was agreed that NHC be reminded of their commitment to include the Ashwell CLT in planning application consultations.

Action: JP

- 10 **To agree a date for the next meeting.**

AGM, Tuesday 26 March 2024, 7pm in the Parish Room.

Meeting closed: 7.15pm

Jane Porter, Clerk to Ashwell Parish Council acting as Secretary to the Trust.