

# Annual Return (AR30) form

## Section 1 – About this form

An Annual Return must be completed by all societies registered under the Co-operative and Community Benefit Societies Act 2014 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1965) or the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1969). The Annual Return must include:

- this form;
- a set of the society's accounts; and
- where required, an audit report or report on the accounts.

A society must submit the Annual Return within 7 months of the end of the society's financial year. Failure to submit on time is a prosecutable offence.

Please note that this form, including any details provided on the form, will be made available to the public through the Mutuals Public Register

For guidance on our registration function for societies under the Co-operative and Community Benefit Societies Act 2014, which includes guidance on the requirement to submit an Annual Return, please see [here](#):

## Section 2 – About this application

<b>Society name</b>	Arundel Community Land Trust Limited
<b>Register number</b>	8176
<b>Registered address</b>	The Town Hall, Maltravers Street, Arundel, West Sussex
<b>Postcode</b>	BN18 9AP

**2.1 What date did the financial year covered by these accounts end?**

31		03		2	0	2	1
----	--	----	--	---	---	---	---

**Section 3 – People**

**3.1 Please provide the names of the people who were directors of the society during the financial year this return covers.** Some societies use the term 'committee member' or 'trustee' instead of 'director'. For ease of reference, we use 'director' throughout this form.

Name of director	Month and year of birth	
Wendy Margaret Burton Eve	December	1946
Darrell Wayne Gale	April	1970
Hilary Anne Knight	June	1954
James Michael Stewart	September	1960
Thomas Charles Basham	January	1978
Peter Crowe	August	1951
Graham Lane	June	1959
Deborah O'Reilly	August	1963
Martyn Pettifer	May	1942
Marc Alain Rankin	August	1967
Paul Summers	November	1955

Continue on to a separate sheet if necessary.

**3.2 All directors must be 16 or older. Please confirm this is this case:**

All directors are aged 16 or over ☒

**3.3 Societies are within the scope of the Company Directors Disqualification Act 1986 (CDDA). Please confirm that no director is disqualified under that Act:**

No director is disqualified ☒

**3.4 Please state any close links which any of the directors has with any society, company or authority.** 'Close links' includes any directorships or senior positions held by directors of the society in other organisations.

Thomas Basham: Director of The Old Warehouse Management Company Ltd.; Technical Director of WSP UK Ltd

Peter Crowe: Director ACP (ACN Editor), Trustee Victoria Institute, Director/Trustee Home-Start Arun, Worthing and Adur

Wendy Eve: Trustee, Victoria Institute, Arundel. Trustee, Friends of St Nicholas Church, Arundel

Darrell Gale: Director of Public Health, East Sussex County Council Trustee, Active Sussex

Graham Lane: Director of Lanes Counselling Ltd.

Marc Rankin: Arundel Town Councillor; Head of Environmental Health & Licensing, Horsham District Council, West Sussex

James Stewart: Arundel Town Council Cycling & Walking Working group (Chair). AKIN (Arundel's Creative Network - Treasurer). Director of Zimmer Stewart Gallery.

**3.5 Please provide the name of the person who was secretary at the end of the financial year this return covers.** Societies must have a secretary.

Name of secretary	Month and year of birth	
Hilary Knight	June	1954

## Section 4 – Financial information

**4.1 Please confirm that:**

accounts are being submitted with this form ☒

the accounts comply with relevant statutory and accounting requirements ☒

the accounts are signed by two members and the secretary (3 signatures in total) ☒

**4.2 Based on the accounts, please provide the information requested below for the financial year covered by this return.**

Number of members	69
Turnover	£237
Assets	£171
Number of employees (if any)	Nil
Share capital	169
Highest rate of interest paid on shares (if any)	Not applicable

**4.3 What Standard Industrial Classification code best describes the society's main business?** Where more than one code applies, please select the code that you feel best describes the society's main business activity. You will find a full list of codes here:

68209 Other letting and operating of own or leased real estate

## Section 5 – Audit

Societies are required to appoint an auditor to audited unless they are small or have disapplied this requirement. For further guidance see chapter 7 of our guidance:

**5.1 Please select the audit option the society has complied with:**

Full professional audit ☐

Auditor's report on the accounts ☐



Lay audit ☐

No audit ☒

**5.2 Please confirm the audit option used by the society is compliant with the society's own rules and the Act**

We have complied with the audit requirements ☒

**5.3 Please confirm any audit report (where required) is being submitted with this Annual Return**

Yes ☐

Not applicable ☒

The information below impacts the level of audit required of the society's accounts. Please provide answers to the following questions.

**5.4 Is this society accepted by HM Revenue and Customs (HMRC) as a charity for tax purposes?**

Yes ☐

No ☒

**5.5 If the society is registered with the Office of the Scottish Charity Regulator (OSCR) please provide your OSCR registration number.**

Not applicable ☒

OSCR number:	
--------------	--

**5.6 Is the society a housing association?**

No      ☒      Go to **section 6**

Yes      ☐      Go to question **5.7**

**5.7 Please confirm which housing regulator you are registered with, and provide the registration number they have given you:**

		Registration number
Homes and Communities Agency	<input type="checkbox"/>	
Scottish Housing Regulator	<input type="checkbox"/>	
The Welsh Ministers	<input type="checkbox"/>	
Department for Communities (Northern Ireland)	<input type="checkbox"/>	

## Section 6 – Subsidiaries

### 6.1 Is the society a subsidiary of another society?

Yes ☐

No ☒

### 6.2 Does the society have one or more subsidiaries? (As defined in sections 100 and 101 of the Act)

Yes ☐ Continue to question 6.3

No ☒ Continue to Section 7

### 6.3 If the society has subsidiaries, please provide the names of them below (or attach an additional sheet)

Registration Number	Name

### 6.4 Please provide below (or on a separate sheet) the names of subsidiaries not dealt with in group accounts (if any) and reasons for exclusions: (the society must have written authority from us to exclude a subsidiary from group accounts)

Registration Number	Name	Reason for exclusion

## Section 7– Condition for registration

All societies are registered meeting one of two conditions for registration. These are that the society is either:

- a bona fide co-operative society ('co-operative society'); **or**
- are conducting business for the benefit of the community ('community benefit society').

A society must answer the questions set out in either Section 7A or Section 7B of this form, depending on which condition of registration it meets.

If you are not sure which condition for registration applies to the society please see chapters 4 and 5 of our guidance:

[Guidance for co-operative societies and community benefit societies](#)



## Section 7A - Co-operative societies

Co-operative societies must answer the following questions in relation to the financial year covered by this return.

**7A.1 What is the business of the society?** For example, did you provide housing, manufacture goods, develop IT systems etc.

**7A.2 Please describe the members' common economic, social and cultural needs and aspirations.** In answering this question, please make sure it is clear what needs and aspirations members had in common.

**7A.3 How did the society's business meet those needs and aspirations?**

You have described the society's business answer to question 7A.1, and in question 7A.2 you have described the common needs and aspirations of members. Please now describe how during the year that business met those common needs and aspirations.

**7A.4 How did members democratically control the society?** For example, did the members elect a board at an annual general meeting; did all members collectively run the society.

**7A.5 What did the society do with any surplus or profit?** For instance, did you pay a dividend to members (and if so, on what basis); did money get reinvested in the business; put into reserves; used for some other purpose?

--

## Section 7B - Community benefit societies

Community benefit societies must answer the following questions in relation to the financial year covered by this return.

**7B.1 What is the business of the society?** For example, did you provide social housing, run an amateur sports club etc.

Currently, the society is working with a local landowner and the community to ensure truly affordable homes for local people on a site designated for housing in the Neighbourhood Plan.

**7B.2 Please describe the benefits to the community the society delivered?** Here we are looking to see *what* the benefits to the community were. Community can be said to be the community at large. For example, did you relieve poverty or homelessness through the provision of social housing.

Our first project will relieve homelessness and housing insecurity by enabling access to affordable housing for people with local connections. The project will help redress imbalance in the age profile of the town's population by providing affordable options for first time buyers and renters who otherwise could not afford to stay in the town because house prices and rents are well above market average.

**7B.3 Please describe how the society's business delivered these benefits?** The business of the society must be conducted for the benefit of the community. Please describe *how* the society's business (as described in answer to question 7B.1) provided benefit to the community.

We have built governance capacity within the CLT to be ready as this project develops, including identifying a Registered Housing Provider to partner with. We have engaged a legal advisor to help us with our role in the Section 106 Agreement and be ready to form appropriate legal agreements with the Registered Provider.

We are growing our membership to ensure the CLT engages the community in our work. We have obtained start up funds from our local authority and opened a bank account.

We worked with the Town Council to commission an update of the local housing needs survey. We have engaged with the local landowner/their advisers and the community about the emerging plans for the development in the lead-in to consideration of Outline Planning Permission by the local authority. We have worked with the local authority and the Registered Provider to draft a Local Lettings Agreement. This included consulting our members.

**7B.4 Did the society work with a specific community, and if so, please describe it here?** For instance, were the society's activities confined to a specific location; or to a specific group of people? Please note that in serving the needs of any defined community, the society should not inhibit the benefit to the community at large.

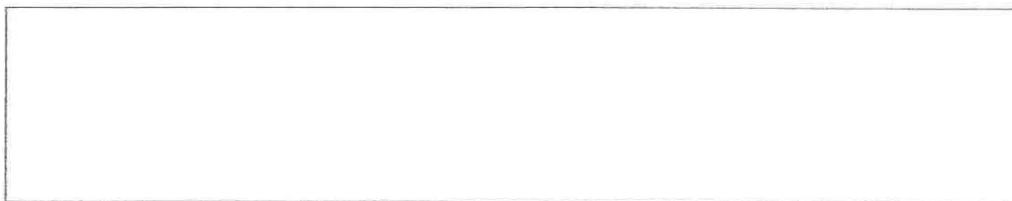
None – whole community

**7B.5 What did the society do with any surplus or profit?** For instance, did you donate the money; did money get reinvested in the business; put into reserves; used for some other purpose?

Not applicable

**7B.6 Please state any significant commercial arrangements that the society has, or had, with any other organisation that could create, or be perceived as creating, a conflict of interest.** Please tell us how you ensured that any such conflict of interest did not prevent the society from acting for the benefit of the community.

None



## Section 8– Declaration

The secretary of the society must complete this section.

<b>Name</b>	Hilary Anne Knight
My signature below confirms that the information in this form is accurate to the best of my knowledge	
<b>Signature</b>	Hilary Knight
<b>Position</b>	Secretary
<b>Date</b>	22 September 2021

## Section 9 – Submitting this form

Please submit a signed, scanned version of this form along with your accounts and any auditor's report by email to: [mutualsannrtns@fca.org.uk](mailto:mutualsannrtns@fca.org.uk).

Or you can post the form to:

Mutual Societies  
Financial Conduct Authority  
12 Endeavour Square  
London  
E20 1JN

This form is available on the Mutuals Society Portal:

[https://www.fca.org.uk/mutuals-portal](#)



Arundel Community Land Trust Limited

Financial Statements

Period Ended 31 March 2021

FCA Registration Number 8176

## Contents

	Pages
Society information	3
Chair's Review of Activities	4-6
Report of the Board	7-8
Income and Expenditure Account	9
Balance Sheet	10
Notes to the financial statements	11

## Arundel Community Land Trust Limited

### Society Information

FCA Registration Number 8176

Registered Office  
The Town Hall  
Maltravers Street  
Arundel  
BN18 9BP

Board of Directors  
Tom Basham  
Wendy Eve \*  
Darrell Gale - Chair \*  
Hilary Knight - Secretary \*  
Graham Lane – Deputy Treasurer  
Martyn Pettifer  
Marc Rankin  
James Stewart - Treasurer \*  
Paul Summers

\* indicates formation directors who subscribed to the Rules in August 2019. Other Directors were elected July 2020

Solicitor Mirkwood Evans Vincent

Bankers Lloyds Bank plc

## Chair's Review of Activities for the Period ended 31 March 2021

It has been an active year for the board since last AGM – the board met 9 times via Zoom (due to Covid19 restrictions) with good attendance, I would like to thank all board members for their contributions and continuing commitment.

We currently have 69 members and we ask everyone to encourage family, friends and neighbours to support the CLT by joining.

We were sorry to receive two resignations in January 2021 – both for personal reasons: Deborah O'Reilly and Pete Crowe. Very sad to hear Pete died March.

Deborah O'Reilly made an important contribution in getting the biodiversity group set up. The group produced an excellent paper discussed by special meeting of all board members in August. Following this we published a short statement of our 'Biodiversity and Environmental Vision' on the website. Arguably more, importantly, Deborah built capacity within the board to have better understanding of the importance of understanding more about the new open space on the site if we want true biodiversity gains.

There have been many tributes to Pete Crowe's contribution to Arundel over the years he lived here. I want to particularly note his exceptional contributions in his 12 months involvement in the CLT: he played an active role in our very effective governance group, the outcomes of which were reported on at last year's AGM; he established our first corporate plan, using the process to really help us to think through and join up the various aspects and risks relating to the Ford Road project and helping us be more ready as the planning process unfolded. He drafted a paper to support an important discussion in November to clarify our thinking and options relating to the wider public realm on the Ford Road site.

It is disappointing not to have attracted more interest in the Director Elections coming up at our AGM in July. Deborah O'Reilly and Pete Crowe have left big shoes to fill, but we do hope members will consider taking on the responsibility which is so important to ensure a resilient board, ready and able to manage when personal circumstances require our volunteer Directors to step away.

Another important feature of the last 12 months has been the capacity building within the board: a number of different Directors have taken advantage of excellent webinars organised by the National CLT Network and our local support advisors: Action for Rural Housing in Sussex. These wider perspectives help us with current responsibilities and alert us to the potential for follow on projects to our current priority with the Ford Road project which I will ask James to report on in a minute.

We were pleased to welcome Cllr John Bradley who was appointed to be our 'link' Councillor by Arundel Town Council. He is a regular attendee at our meetings and worked actively with us to follow through details on Community Infrastructure Levy, Local Lettings and other issues so critical to help keep us and the TC aligned to deliver the Neighbourhood Plan and wider community benefits.

Finally, I would like to thank Tom Warder and his team at Action for Rural Housing in Sussex for their continuing expert and skilled support. During the year we have joined other CLTs in lobbying our local MP to support continuation of the Government's funding for community-led

housing. Whether it is us here in Arundel, or equivalent groups in other places, the wider CLT network is critical to providing better solutions than the market and public bodies can do without us.

### **As for the Ford Road Project:**

The Outline Planning Application, submitted in December 2020, was due to be heard at ADC on 23 June, this meeting has now been cancelled due to the extension of Covid restrictions. It is hoped that it will now be heard in July.

Meanwhile we are continuing to work on the draft s106 agreement. This is a document that sets out how in detail the affordable homes will be delivered on the site, monies owed to Highways England and the transfer of land to ATC.

Our lawyer Corinne Vincent, of Mirkwood Evans Vincent, has been working closely with lawyers for the Norfolk Estate to ensure that our aims and objectives are achieved in this document. The main one being that the affordable rented homes will be at 'social rent'.

Another element of the s106 agreement is the nomination and allocation policies to be followed when people come forward for the homes.

Nomination is ADC criteria to be on the local housing register and the allocation policy is how ACLT decides who is eligible using our own criteria. This will ensure that eligible people in Arundel will be given first chance for the affordable homes keeping families and local connections intact as much as is possible.

We continued to work closely with our RP, Aster, who are currently in negotiation with the Norfolk Estate on the financial deal to 'purchase' the 27 affordable homes on the site. The fact that the homes will be at social rent – 50-60% - means that the Norfolk Estate can expect a lower offer than would be the case if the rent was higher at normal 'affordable' levels – 80%

A group of our directors had a walk about the site with Savills and a representative of Aster homes, to see for ourselves where each of the different elements will be placed.

Since the last AGM the Norfolk Estate and Savills held a public consultation in the Town Hall in August 2020, the results of this have been reported via the current Outline Planning Application and can be viewed as part of the documents on either the ADC Planning Portal or on our website where we have provided links to many of the key documents (inc landscape, heritage, flooding, Masterplan, noise, planting, and transport).

At the consultation 61% of respondents supported the development, compared with 80% yes vote at Referendum for the NP in 2019 which covered a range of policies for the Town over the next 20 years.

Since we have an adopted NP 25% of the CIL money generated from this scheme will go directly to ATC for them to spend on local projects.

The benefits of the scheme were included in our April Newsletter and the latest issue of the Bell.

Finally, I can report that the Norfolk Estate plan to retain control over the development on site to deliver a real legacy for Arundel, that the whole community can be proud of.

Conclusion

I would like to thank all of the Directors and others, who volunteer to manage the delivery of affordable homes for Arundel.

..........date.....08/08/21.....

Darrel Gale  
Chair of the Arundel CLT Board of Directors



Arundel Community Land Trust Limited

## Report of the Board Period ended 31 March 2021

The board of directors present their report and financial statements for the period ended 31 March 2021.

### Principal Activity

Arundel Community Land Trust's principal activity is to deliver truly affordable housing for local people. We serve the whole Parish of Arundel and our first project is to work with the Norfolk Estate and our chosen Registered Provider, Aster, on the development of a mix of residential homes, a community facility and links to public rights of way/green infrastructure network at Ford Road.

Under the Neighbourhood Plan Policy AR2 there will be 90 new homes on Ford Road, on the upper part of the field between the built up area and Priory Lane behind Dalloway Road.

27 of the new homes will be for affordable for eligible Arundel residents and/or workers. We expect that 20 of these will be available at 'social rent'. Social rents are pegged to local incomes to keep rents more affordable. We anticipate that the remaining 7 or so houses will be available under a shared ownership scheme.

### Statement of Board Member Responsibilities:

The board members are responsible for preparing the Annual Report and Financial Statements in accordance with applicable laws and regulations.

The Co-operative and Community Benefit Societies Act 2014 requires the Board Members to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (UK Accounting Standards and applicable law).

The Board Members must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Society and of its income and expenditure.

In preparing these financial statements, the board members are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and accounting estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in business.

The Board members are responsible for keeping adequate accounting records that are sufficient to show and explain the Trust's transactions and disclose with reasonable accuracy at any time the financial position of the Trust and enable them to ensure that the financial statements comply with current law and accepted practice. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Arundel Community Land Trust Ltd Board of Directors on and signed on its behalf by:

 date 08/08/21

Darrell Gale – Chair

 date 4/8/21

Hilary Knight - Secretary

Arundel Community Land Trust Limited

Income and Expenditure Account for the period ended 31 March 2021

	Notes	£	2021 £	2020 £
Donations			2	
Grant applied			<u>253</u>	<u>1,178</u>
Total income			237	1,178
Set up costs		0		650
Admin expenses		173		26
Communication		<u>62</u>		502
Total expenditure			<u>235</u>	<u>1,178</u>
Surplus for the period			<u>2</u>	<u>0</u>

Arundel Community Land Trust Limited

Balance Sheet as at 31 March 2021

	Notes	£	£	£
Bank Balance			3,748	3,942
Debtors			10	0
Grant carried forward			<u>-3587</u>	<u>-3822</u>
Total Assets			<u>171</u>	<u>120</u>
Share Capital at 1 April 2020	4	120		
Share Capital increase in year		49		
Reserves brought forward		0		
Surplus for the period		<u>2</u>		
Total Reserves			<u>171</u>	<u>120</u>

The Arundel Board of Directors proposed at the AGM on 17 June 2021 and Members unanimously agreed that in accordance with the Act and the Society's Rule 26.2:

1. That the requirement to appoint a qualified auditor be disapplied as the Trust's turnover will fall below the threshold required (value of aggregated assets less than £2.8M, and turnover for the previous year was less than £5.6M) for a full audit;
2. The society's income/expenditure ledger shall be scrutinised by the secretary and directors only and signed, as a true record, by the secretary and two directors or any other number as may be required by legislation.

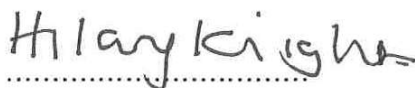
The financial statements were approved and authorised by the board on .....and were signed on its behalf by:



Darrell Gale – Chair



James Stewart - Treasurer



Hilary Knight - Secretary

## Notes to the Financial Statements for the period ended 31 March 2021

### 1 General Information

Arundel Community Land Trust Limited is a Community Benefit Society regulated by the FCA, with the registration number 8176. The registered office is The Town Hall, Maltravers Street, Arundel, BN18 9BP.

### 2 Accounting Policies

- i. The financial statements have been prepared under the historical cost convention, unless otherwise specified.
- ii. These financial statements have been prepared in accordance with Financial Reporting Standard 102 Section 1A – The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Co-operative and Community Benefits Societies Act 2014.
- iii. Income is recognised to the extent that it is probable that economic benefits will flow to the Trust. And the income can be measured reliably. Income is measured at the fair value of the consideration received or receivable net of VAT and trade discounts (where applicable).
- iv. Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

### 3 Employees

During the period the average monthly number of employees, excluding the Board who are not remunerated was nil.

### 4 Share Capital

Allotted and fully paid up Reconciliation of Members:	£169
Members joining in the period	13
Members at the end of the period	69

### 5 Control

The Trust is controlled by its members, who elect a board of directors to act on their behalf.

## **MINUTES OF Arundel CLT Board of Directors Meeting held 18 March 2021**

### **By video-conference (due to coronavirus)**

**Directors present:** Wendy Eve (Deputy Chair), Darrell Gale (Chair); Hilary Knight; Graham Lane (Deputy Treasurer); Marc Rankin; James Stewart (Treasurer); Paul Summers (missed some parts of meeting due to poor connectivity).

**In attendance** (from part-way through Item 3) Cllr John Bradley ATC

1. **Apologies** – Tom Basham, Martyn Pettifer, Tom Warder

2. **In Memory of Pete Crowe**

The Chair and Secretary spoke of Pete's contributions to the set up of the CLT and the board's first year. This was followed by a minute's silence in memory of Pete who died recently.

3. **Minutes of meeting held 21 January 2021 APPROVED** as correct record.

4. **Matters arising not elsewhere on agenda**

- FAQ response for accessing social housing on Ford Road – updated version with ADC links on website which can be further updated when eForm is available. HK to check once again this is indeed the case.
- Copy for Bell June edition – cut off date 23 April – when there has been a decision on Ford Road would be good to have coverage from Neighbourhood Plan/Town Council angle (but, see below, earliest decision expected is end April). For this one: different angle/focus – why a CLT? What's in it for the town?
- Alternatives to Zoom – JS said Messenger Video is another possibility. We may be able to have in-person meetings from July. We may want to move to hybrid meetings with some participants in the same place and others dialling in.
- Building with Nature Standards – more information via Polly Eason from AiRs had been circulated with the agenda papers. As discussed at last board meeting, we are not actively pursuing this now.
- HMRC – JS has chased HMRC again and our issue has been escalated – could take 8-10 weeks. We will not be liable for penalties for late reporting because we raised the issue in October 2020 which was within the reporting limits. TW has been in touch with Rosie McBride from NCLT but the information from that route refers to different Rules/charitable status from us. Risk of accountant's costs of £400-£500pa.
- PS has dropped off some leaflets and membership forms for the St Nicolas Parish office
- MP had attended NCLT webinar about buying/transferring charitable assets and sent a follow up email to all Directors



- HK showed on screen and read out TB's proposed amendments to the DP Policy and this was agreed. HK said she wanted to check if there was any value in ACLT holding information about 'details of local connection' as this would need to be assessed by ADC/the Registered Provider anyway. The draft wording reads as follows:

*Expressions of Interest in Ford Road Project*

*Anyone with an interest in taking advantage of the affordable housing that will be delivered through the Ford Road project can register that interest with the ACLT. The information collected in order to record this interest will be used to determine demand and provide updates to the registered individuals.*

- *Full Name*
- *Home Address*
- *Email Address*
- *Nature of interest (shared ownership/rental)*
- *Details of local connection*
- *Confirmation they are happy to be contacted by the ACLT in future*

*Records will be held for the duration of the Ford Road project or until a request is received to un-register from the individual concerned.*

HK to check with TW and possibly Aster to ensure join-up with proposed ADC process, including possible information sharing aspects and process for accessing Shared Ownership homes.

Farmer's Market – food/essential only in March but HK will find out if we can have a stall in April.

## **5. NCLT Briefings**

- |          |   |    |
|----------|---|----|
| 1 April  | Community Housing Fund  | MR |
| 21 April | Obligations involved in partnering with a housing association | HK |
| 28 April | Organising and delivering engaging online events              | GL |

## **6. Ford Road project update – including Local Lettings Policy consultation with members**

JS updated the board on a recent phone call with Guy Dixon from Savills, as follows :-

- A site-walk about is being arranged for the afternoon of Friday 9 April for DG, TB, HK; PS; WE; JS, Tom Warder and Karl Hine. JB will join if he can.
- The latest information is that ADC Planning Committee will consider the Outline Application at 1330 on Thursday 28 April. Following requests from ADC, further Archeology and Ecology information has been added to the Submission and the Master Plan has been revised. JS will link these changes from our website. DG and JS will speak at Planning Committee.



12/05/21.

- Guy says it is premature for Aster and Savills to meet to finalise the financial arrangements. There has been exchange of details between lawyers regarding the S106 but engagement is not expected until after the Outline planning decision.

The board reviewed the draft email to CLT members asking for views to inform the Local Lettings Policy on local connection criteria. It was AGREED to go ahead – details of financial thresholds to be added, 'family' member to be changed to 'household' (for school connection) and spelling of Walberton to be corrected.

## **7. Governance**

The note on the arrangements for the 2021 AGM and Director elections was discussed. Even if all four Subscriber Directors stand for a further 3 year term, we will be down to 8 Directors so agreed to recruit up to 12 using the Skills Matrix agreed last year and without the need to highlight any particular skills as lacking. Diversity of age and gender on the board would be welcome.

It was agreed an all-member Newsletter should be sent out about the lead-in to the AGM and explaining we want to recruit more members and Directors. We will also ask the two schools to put information in their Newsletters to parents.

The lay audit will be after the board has considered the year end accounts on 29 April. Need to confirm who the two lay auditors are. It does not need to be a qualified accountant. Hopefully David Cooper will do it again. (Action JS/GL)

Discussion about having a non-virtual AGM or a hybrid, i.e. some people in person and others joining virtually. Member consent, as last year, will be needed for any arrangement other than in-person due to way the Rules are drafted (Action HK).

Discussion about current ATC Survey which implies we cannot take free use of Town Hall for granted.

## **8. Annual Review of Standing Orders**

HK reported that MP had confirmed he had checked the Standing Orders and not identified any issues other than the possible amendment about bank signatories.

It was AGREED to amend Standing Orders (Financial Regulations) to include working practice for Bank Payments that the Treasurer or Deputy set up the on-line payment and the Chair or Secretary to be the second authorisation.

## **9. New member application**

Caroline Elderfield, 34 Tarrant Street – 10 shares APPROVED

## **10. Any other business**

Volunteer needed to take minutes on 29 April. HK will approach MP when he's had time to convalesce from recent hospital admission and surgery.

## **11. Date of next meeting – Thursday 29 April (apologies HK)**



12/05/21