

	<b>Lyvennet Community Trust</b>	<b>Actions</b>
	<p><b>Notes of Annual General Meeting 7.30pm 15<sup>th</sup> December 2015 at Crosby Ravensworth Village Hall, Crosby Ravensworth</b></p> <p><b>Present :</b>  David Graham (DG)  Joan Raine (JR)  Annie Kindleysides (AK)  Steve Holroyd (SH)  Doug Henderson (DH)  Roger Bird (RB)</p>	
<b>1</b>	<b>Introduction and Apologies</b>	
	<p>The Chair welcomed everyone to the 5th Annual General Meeting of the Lyvennet Community Trust. The LCT was required as a company and charity to hold an annual AGM.</p> <p>Apologies were received from:  Christine Smith  Cameron Smith  Jill Winder</p>	
<b>2</b>	<b>Minutes Previous Meeting</b>	
	<p>The minutes of the last AGM – 10<sup>th</sup> December 2014 were accepted as an accurate record of the event.  <b>Proposed</b> by Doug Henderson <b>seconded</b> Roger Bird</p>	
<b>3</b>	<b>Chairmans Annual Report</b>	
	<p>The chairman, David Graham gave an account of how the LCT had progressed over the last 12 months,</p> <p><b>Phase 1.</b>  Rental occupancy was running at 100% (all 10 rental properties occupied) with no tenancy changes in the last year. Rents had been increased in April 2015 by 2.2% (CPI + 1%) in line with HCA guidelines</p> <p>House number 8; a 3 bedroomed detached built as a shared ownership property had been sold during the last year. This followed nearly 3 years of advertising as either shared ownership or outright sale. The approval of both Eden District Council and the Homes &amp; Communities Agency (HCA) to allow the sale had been sought and given. The HCA grant had been repaid from the sale proceeds.</p> <p>House Number 1; a 2 bedroomed detached built as a shared ownership property had been sold subject to contract. The LCT is currently working through the same approvals process.</p> <p><b>Phase 2</b>  There is only one plot sale outstanding albeit a considerable deposit has</p>	

	<p>been paid. It is anticipated that this plot sale will be completed early in 2016..</p> <p><b>Housing Management</b> Eden Housing Association continue to manage the properties under a service level agreement.</p> <p><b>Financial backing</b> The LCT continues to use the Charity Bank as its lender with borrowing split between a long term mortgage and short term bridging finance. The latter should be cleared by the sale of Number 1 and plot 14.</p> <p><b>Construction</b> The final account with Atkinsons is still to be agreed. The foul drainage was adopted by United Utilities during 2015. The road adoption by Cumbria County Council is still to progress.</p>	
<b>4</b>	<b>Adoption of Annual Report</b>	
	<p>Annie Kindleysides <b>proposed</b> acceptance of the Chairmans Annual Report and this was <b>seconded</b> by Roger Bird. Attendees <b>AGREED</b> to adoption of the Chair's report.</p> <p>Annie Kindleysides thanked the Chair, Treasurer and Steve Holroyd for their continued work and vigilance with the scheme.</p>	
<b>5</b>	<b>Treasurers Report</b>	
	<p>The Annual Accounts covering the period to the 31<sup>st</sup> August 2015 were not yet available.</p>	
<b>6</b>	<b>Adoption of Accounts</b>	
	<p>In the absence of the Treasurer and the unavailability of the annual accounts the Chair <b>proposed</b> the Treasurer and Chair be authorised to complete checks on the Draft financial Accounts in conjunction with Dodd and Co. The accounts would then be circulated to the attendees for approval by email.</p> <p>Annie Kindleysides <b>proposed</b> acceptance of the tabled proposal and this was <b>seconded</b> by Doug Henderson. Attendees <b>AGREED</b> to the tabled proposal</p> <p>The full accounts when finalised will be posted on the LCT website along with the AGM minutes and presentation.</p>	
<b>7</b>	<b>Appointment of accountants and Auditors</b>	
	<p>The Chair proposed the continued utilisation of Dodd &amp; Co as they had provided exceptionally good pro-active advice throughout the last year with the LCT company.</p> <p>Doug Henderson <b>proposed</b> appointment of Dodd &amp; Co and this was <b>seconded</b> by Steve Holroyd Attendees <b>AGREED</b> to appointment for another year</p>	

8	<b>Election of Trustees and Directors</b>	
	<p>The Chair explained the main points of the company / charity Articles relating to Trustees / Directors as follows:</p> <ul style="list-style-type: none"> <li>• Trustees of the Charity + Directors of the Company</li> <li>• Executive Committee of between 5 and 11</li> <li>• At this AGM's 1/3rd stand down</li> <li>• Retiring Members of Executive eligible for re-appointment</li> <li>• Executive manages the business of the Charity</li> <li>• Requirements laid out in <ul style="list-style-type: none"> <li>▪ Trustee Code of Conduct</li> <li>▪ Trustee Director Role Description</li> </ul> </li> <li>• Only Members eligible to stand and vote</li> </ul> <p>David Graham, Joan Raine and Annie Kindleysides had stood down from the Committee.</p> <p>There had been no other nominations for Directors.</p> <p>All three Trustees standing down <b>AGREED</b> to continue in post and their re-election was <b>proposed</b> by Doug Henderson and <b>seconded</b> by Stephen Holroyd.</p> <p>Nominations were sought for Chair and Treasurer and as none were forthcoming the existing post holders would continue.</p> <p><b><u>Members of the Executive Committee</u></b></p> <p>David Graham – Chair  Cameron Smith – Treasurer  Christine Smith  Joan Raine  Annie Kindleysides  Douglas Henderson  Steve Holroyd  Roger Bird  Jill Winder</p>	
9	<b>The next 12 months</b>	
	<p>The Chair summarised the various issues that the LCT needed to address in the next 12 months.</p> <ul style="list-style-type: none"> <li>• Complete sale of Plot 14 and House No. 1</li> <li>• Repayment of bank bridging finance</li> <li>• Re-financing of the LCT mortgage</li> <li>• Manage the impact of the Governments forthcoming legislative changes: Right to Buy and Welfare Reform Act</li> <li>• Review of the Eden HA management service level agreement</li> </ul>	

<b>9</b>	<b>AOB</b>	
	None	
<b>10</b>	<b>Next meeting</b>	
	Members and the community will be notified of next AGM nearer the date	ALL

Agreed as an accurate record

Chairman – David Graham .....

Dated ...../...../.....