

	Lyvennet Community Trust	Actions
	<p>Notes of Annual General Meeting 7.30pm 18th June 2013 at Crosby Ravensworth Village Hall, Crosby Ravensworth</p> <p>Present : David Graham Cameron Smith Joan Raine Christine Smith Jill Winder Susan Ferguson Roger Bird Steve Holroyd Andy Lloyd</p> <p>Tom Moore – University of St Andrews</p>	
1	Introduction and Apologies	
	<p>The Chair welcomed everyone to the 3rd 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: Doug Henderson</p>	
2	Minutes Previous Meeting	
	<p>The minutes of the last AGM – 17th May 2012 were read and taken as an accurate record of the event. Proposed by Cameron Smith, seconded Steve Holroyd.</p>	
3	Chairmans Annual Report	
	<p>The chairman, David Graham gave a comprehensive account of how the LCT had progressed over the last 12 months, and included a series of interesting photographs which showed the progress during the 12 month period.</p> <p>He started off his presentation reviewing the objects of the LCT and its focus on social housing for the benefit of the community in the Parishes of Crosby Ravensworth and Kings Meaburn.</p> <p>He then focused on the various phases of the Stoneworks Garth development</p> <p>Phase 1. As part of his presentation the Chair gave an overview of the construction from works commencement in May 2011, housing completion in June / July 2012 to the official opening in October 2012.</p>	

The Chair reported that the scheme was receiving national recognition winning awards:

- Build it Awards 2012 in the “Best community or self-build category”
- Cumbria Social Enterprise Partnership 2012 in the “Community enterprise of the year” category
- National Home Improvement Council
 - Outstanding social housing development using recycled land or buildings
 - The best overall submission to the 2012 awards
- 2013 LABC Building Excellence Awards in the “Best large housing development” in North West category

Housing management was being delivered by Eden Housing Association in line with LCT policies under a service level agreement. The chair reported that all 10 rental properties had been occupied since completion. Rents were based on a 48 week year and had in line with HCA recommendations been uplifted by RPI plus 0.5% at the beginning of April 2013.

Movement of the shared ownership properties was proving more difficult with no interest in the shared approach. The LCT was therefore marketing the properties for both shared ownership and outright sale. Plot 1 had been rented out on a short term-rental agreement whilst a garage and separate drive had been added to plot 8 to make the property more appealing to purchasers.

Phase 2

Sales of self-build plots were progressing with 5 plots sold

- 2 sales completed (plots 13 and 17) and
- 3 with deposits lodged (plots 15, 16 and 18).

The chair reported that plots 18, 19 and 20 along the west side of the access road had been combined to create 2 larger plots and provide the separate driveway and garage for the shared ownership plot 8

Phase 3

This is the section of the site which Marshalls retained to sell on themselves. The plot has planning for both a single house or two units and benefits from a garth extending down to the Lyvennet Beck

The Chair concluded his presentation by running through the level of National interest in the housing scheme. The LCT was one of 150 community land trusts in England. The LCT group had given presentations to Parish councils, community groups and the chair had given a presentation at the International CLT conference in Burlington, Vermont, USA.

4 Adoption of Annual Report

Susan Ferguson **proposed** acceptance of the Chairmans Annual Report and this was **seconded** by Christine Smith. Attendees **AGREED** to

	adoption.	
5	Treasurers Report	
	<p>The Treasurer presented details of the current bank situation at 31st May 2013 with a balance of £81,726 in the account. These funds were however already ear marked for the Atkinsons final account.</p> <p>The treasurer also highlighted the significant sums that had and were being managed with £2.35m having been processed through the LCT accounts.</p> <p>The Annual Account Balance Sheet was then presented. This forms part of the Annual Accounts (to 31st August 2012) about to be submitted to the Charities Commission, Company House and Tennant Services Authority.</p> <p>The full accounts will be accessible via the LCT website.</p> <p>On completion of the site the LCT housing portfolio will be worth approx. £2.1m</p>	
6	Adoption of Accounts	
	Roger Bird proposed Adoption of Accounts and this was seconded by Joan Raine. Attendees AGREED to adoption	
7	Appointment of accountants and Auditors	
	<p>The Treasurer proposed the continued utilisation of Dodd & Co as they had provided exceptionally good pro-active advice throughout the last year with the LCT company.</p> <p>David Graham proposed appointment of Dodd & Co and this was seconded by Stephen Holroyd. Attendees AGREED to adoption</p>	
8	Election of Trustees and Directors	

The Chair explained the main points of the company / charity Articles relating to Trustees / Directors as follows:

- Trustees of the Charity + Directors of the Company
- Executive Committee of between 5 and 11
- At this AGM's 1/3rd stand down
- Retiring Members of Executive eligible for re-appointment
- Executive manages the business of the Charity
- Requirements laid out in
 - Trustee Code of Conduct
 - Trustee Director Role Description
- Only Members eligible to stand and vote

David Graham, Christine Smith and Doug Henderson had stood down from the Committee.

There had been no other nominations for Directors.

In the absence of any nominations the Trustees standing down were asked if they would continue in post. All three members **AGREED** to continue in post.

Nominations were sought for Chair and Treasurer and as none were forthcoming the existing post holders were asked if they would continue. The Chair (David Graham) and Treasurer (Cameron Smith) to continue.

Members of the Executive Committee

David Graham – Chair
Cameron Smith – Treasurer
Christine Smith
Joan Raine
Annie Kindleysides
Susan Ferguson
Douglas Henderson
Steve Holroyd
Roger Bird
Jill Winder

There were no volunteers for the position of Secretary.

9 The next 12 months

The Chair summarised the various issues that the LCT needed to address in the next 12 months.

- Sale shared ownership properties
- Sale self-build plots
- Repayment of bank loan
- Re-finance of mortgage funding
- Snagging / final build sign off
- Review of Eden HA management arrangements
- Development of a 10 year maintenance programme
- Feature for village green

	<p>The most significant issues were the sale of self-build plots and shared ownership properties with the income reducing the £1.05m outstanding loan with the Charity Bank.</p> <p>The other key issue was the agreement of the final account with our builder's Atkinsons along with completion of all snagging at the end of the 12 month maintenance period.</p>	
9	AOB	
	Any Other Business	
10	Next meeting	
	Members and the community will be notified of next AGM nearer the date	ALL

Agreed as an accurate record

Chairman – David Graham

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