



Registration No: 7131R

REGISTERED ADDRESS:

**Mark Community Land Trust Ltd
Mallards
Fishers Lane
Highbridge
Somerset
TA9 4LZ**

Tel: 01278 641304

Minutes of Board Meeting of Mark Community Land Trust Ltd held on Wednesday 1st July 2015 commencing at 14.00 hours in Mark Church Hall.

Present:

**Simon Emary (Chairman)
Geoff Francis (Vice Chairman)
John Spencer (Treasurer)
Jan Horn
Sally Flack
Harriet Stevens
Mike Schollar (Secretary)**

Also in attendance:

Alison Ward, Wessex CLT Project

The Chairman welcomed those present to this first inaugural meeting of Mark Community Land Trust .

The Chairman then gave an update on the progress made of meetings he held with Landowners and Agents of the two sites short listed for further consideration. In light of the timescale placed upon us to qualify for the necessary grants to build the affordable housing in Mark, he stressed that an early decision must be made on the site to be selected for the dwellings. The target date for a decision to be made will be 30th July 2015 ie next meeting of the steering group.

In the meantime, the Heads of Terms of a Partnership between Mark CLT and a Housing Association will be sent to the two interested parties.

At the present time we are waiting on Sedgemoor District Council to confirm the number of affordable houses we are to build viz. 10 or 12 dwellings.

1. Bank Account

It was agreed that a bank account to be opened with the Co-operative Bank which will require two out of the three authorised signatories to sign cheques. The authorised signatories are to be the Chairman, Treasurer and the Company Secretary.

2. Mark CLT Accounts

The Treasurer to present the accounts to the Board at all future meetings.

3. Frequency of Board Meetings

Board Meetings are to take place as and when required with a minimum of four times a year i.e. once every quarter. To comply with FCA regulations the first AGM must take place within six months of the registration date which was 26th May 2015.

4. Company Logo

Agreed to the adoption of the logo as used by other organisations in the village.

5. Communications

Board members agreed to approaching the Parish Council to see if it would allow the MCLT to put its details and news on the Village website or alternatively create its own website.

6. Membership

6.1 Policy

It was agreed that the membership of Mark CLT would be open to all those over the age of 16 with the proviso that those joining must support the objectives of the Trust. To become a member a person will need to purchase a minimum of a £1.00 share. All applications to be approved by the Board. The charging of an annual membership fee was deferred until such time as other projects are imminent. Further details will accompany the application form.

6.2 Application form

Agreed to the Steering Group adapting a membership form used by an existing CLT.

6.3 Register

Treasurer to set up and maintain a register of membership.

7. Shares

7.1 Policy

To become a member of Mark CLT each person will need to buy a £1.00 share, or more if they so wish. However, each member will only have one vote at a general meeting irrespective of the number of shares they hold. Further details will accompany the application form..

7.2 Certificates

To be raised by the Treasurer

7.3 Register

Treasurer to set up and maintain a register of share holders and certificates issued.

8. Policies and Procedures

Policies on matters such as Membership, Code of Conduct etc, will be produced and submitted for approval at the next Board Meeting.

9. Date of next meeting

To be announced

Meeting closed at ???? Hours

Signed:

**S. Emary
Chairman**