

**GRAND UNION VILLAGE COMMUNITY DEVELOPMENT TRUST  
BOARD MEETING TUESDAY 21<sup>st</sup> NOVEMBER 2005 AT 4.00PM AT GUV**

<b>MINUTES OF THE MEETING OF DIRECTORS: Meeting Ref - 15</b>	<b>Action</b>
<p><b>15.1 Present:</b> Cllr Karnail Lakhan (KL), Jan Wilford (JW), Julie Hoggatt (JH)  <b>In attendance:</b> Mark Patchett (Chair), Loraine Mullin (LM) (Minutes), Claire Winterflood, Keith Lamey, Julie Clifford (JC)  <b>Apologies:</b> Michael Farley, Emma Patterson, Cllr Leo Thompson, Jacqueline Fabian</p> <p><u>15.1.1 Welcome to Julie Clifford and Loraine Mullin</u>  The new Trust Director, Julie Clifford and Trust Administrator, Loraine Mullin were officially welcomed by The Board. Loraine Mullin started with the Trust on Monday 7<sup>th</sup> November 05 and Julie will be starting on 1<sup>st</sup> December.</p> <p><u>15.1.2 Present and apologies</u>  The Board received and read out a letter of resignation from Emma Patterson as a resident Director. The Board noted her changed circumstances and agreed to write to Emma to thank her for her contribution over the past year. Emma's replacement will be advertised and appointed at the next AGM in the Spring.</p> <p><u>15.1.3 Notification of any other business items</u>  No other business items were notified.</p> <p><u>15.1.4 Declaration of interest</u>  There were no declarations of interest.</p>	<p>LM</p>
<p><b>15.2 <u>Minutes of Meeting 14: 17 October 2005</u></b></p> <p><b><u>15.2.1 Agree Minutes of meeting 14</u></b></p> <p>14.5.1 Should read "£15,000 for fitting out" and not £15.  The minutes were then approved by the Board as a true and correct record of the meeting.</p> <p><b><u>15.2.2 Matters arising not otherwise covered</u></b></p> <p><u>8.3 Website development</u>  The Forum and chat area are ready to go live. It was agreed that the Forum would be limited to village residents at this stage. Access by people living outside the village will be reviewed in the new year.</p> <p><u>13.3 Police Sector Working Group – feedback</u>  Jan apologised for not attending the meeting but would like to attend the next one on behalf of the Trust if she can be notified of the date.  Claire apologised for not having written the letter of support regarding safer</p>	<p>JW  CW</p>

	<p>neighbourhoods and would liaise with Loraine to ensure this is done. Loraine to draft and send letter.</p> <p><b>14.4 Insurance Policy and Payroll</b></p> <p>Insurance policy for contents, liability, etc. is set up and in place.</p> <p>Mark obtained two quotations for Professional Indemnity cover and it was agreed to proceed with a policy for up to £456.75. Mark will check the status of staff indemnity cover and to go with the one offering best value.</p> <p>Mark had confirmed the quotations for payroll services and had arranged to go with Premier payroll Services.</p> <p><b>14.5.2 Money with Birmingham Midshires</b></p> <p>The three months interest of £369.39 has been added to the high interest account for the £30,000 and it had been extended for a further three months. Julie Clifford will keep a track of the main current account to plan ahead for further high interest investments.</p>	<p>LM</p> <p>MP</p> <p>JC</p>
<p><b>15.3</b></p>	<p><b><u>Trust Staff</u></b></p> <p><b>15.3.1 Terms and Conditions of Employment</b></p> <p>Mark thanked Uxbridge College and Genesis HA for reviewing the terms and conditions. With the amendments briefly explained, the Board unanimously agreed to adopt the Terms and Conditions of Employment 2005, noting that the appendices will be updated when required. The document will be reviewed by the Board in 12 months, or before any new staff are employed. Staff will be notified of any revisions to be made.</p> <p>Mark will formally issue the document to the staff once Julie starts.</p> <p><b>15.3.2 Staff Expense Policy</b></p> <p>Mark explained that in the Financial procedures it confirms that staff will receive direct expenses incurred in the line of duty. It was agreed that for mileage expenses incurred whilst using own cars, the current Inland Revenue rate will be used at all times.</p> <p><b>15.3.3 Review of role of Mark and Claire</b></p> <p>Mark will meet with Julie and brief her as part of her induction on 1<sup>st</sup> December and thereafter will be available for questions and support as required. Claire will continue to guide the development of the Website only.</p>	<p>MP</p>
<p><b>15.4</b></p>	<p><b><u>Governance</u></b></p> <p><b>15.4.1 Review (election) of Chair</b></p> <p>After some discussion of the current state of the Board and the best requirement, it was agreed that Julie Hoggatt be appointed as the new Chair of the Board of Trustees until the next AGM. At the first meeting after the AGM, Julie will stand down and the Board to review the role and appointment of Chair with a view to either Julie continuing or someone else being appointed.</p>	

	<p>Mark Patchett would continue as Mentor and advisor at a cost of up to £500.00 per month for three months.</p> <p><u>15.4.2 Approval of Trust membership application</u></p> <p>The Board has approved the membership applications of the following residents to become members of the Trust: Merle James, Russell Burnaby and Lorina Alexander.</p> <p>Lorraine to inform each of new members that their applications accepted.</p>	LM
15.5	<p><b><u>Finance</u></b></p> <p><u>15.5.1 Income and Expenditure to 14<sup>th</sup> November, 2005</u></p> <p>Mark had previously circulated a summary of the income and expenditure for this financial year to date. He confirmed that the current balances of the bank and Birmingham Midshires accounts total account and Deposit account adds to a total of £104,512, ahead of the £96,000 originally expected at this stage.</p> <p>Trinity has made a lump sum payment of £832, being the first stage CDT monies they have received to date from residents for the year 2005/06.</p> <p><u>15.5.2 Review of Purchasing and Finance Procedures</u></p> <p>Mark had circulated the proposed updated Purchasing and Finance Procedures. He explained the amendments and there was discussion over the practical implications. The Board agreed the revised procedures with the following amendments:</p> <p>5.2 The Trust Director can sign purchase orders for any item up to £2,500 as long as the item is contained and approved within the annual budget, or up to £250 if the item has NOT already been approved within the budget. If the item has NOT already been approved within the budget and is over £250, the purchase order should be signed by one of the Trustee's who is also a cheque signatory.</p> <p>6.1 Each cheque will be signed by at least two authorised signatures. The Trust Director can be one of these two signatures EXCEPT when:</p> <ul style="list-style-type: none"> <li>- they are the beneficiary of the payment;</li> <li>- the item is for a purchase order approved by the Trust Director.</li> </ul> <p><u>15.5.3 Funding Application</u></p> <p>Mark has submitted a funding application to L B Ealing small grants for the sum of £2,750.00 for start up costs. Our level of designated reserves may go against us. An application to the L B Hillingdon will be prepared shortly.</p>	
15.6	<p><b><u>Community Facilities</u></b></p> <p><u>15.6.1 Hand over and decisions for equipping</u></p> <p>Claire to do the snagging and flooring is being laid this week.</p>	

	<p>The furniture will be in this week. The suppliers are happy to give a discount of 40% on most items.</p> <p>The computers cost £2500.00 which includes two Personal Computers and one Server, along with printers, software, router and installation.</p> <p>The final Lease has been received by the Trust's solicitor and will be mailed over to be signed by two Trustees, Jan Wilford and Jacqueline Fabian. The outstanding matter of parking rights will be dealt with through a side letter.</p>	
15.7	<p><b><u>Activities and Programme</u></b></p> <p>15.7.1 <u>Christmas Welcome Event: 16 December 05</u></p> <p>The Board has approved up to £,1500.00 for the Christmas Event plus a further sum for the production of a Christmas Card (£354).</p> <p>Stakeholders to be informed and invited to attend.</p>	LM
15.8	<p><b><u>Communication</u></b></p> <p>15.8.1 <u>In-Touch (December edition)</u></p> <p>An edition of In-Touch will be prepared and distributed just before the Christmas Event.</p>	
15.9	<p><b><u>Site Development Progress and Update</u></b></p> <p>15.9.1 <u>Retail / community Parking and management</u></p> <p>Keith reported that Taylor Woodrow had submitted the planning application for phase 11 as previously advised.</p> <p>Keith summarised the current situation with regard to non-residential parking in that there are 41 spaces designated for use by the community facility, shops, Crèche and restaurant, but that parking management has still not been agreed.</p> <p>Keith outlined various options that were being considered including "pay and display", and the Trust may want to consider having a role to play in its management.</p> <p>Keith will report back on progress to the next meeting.</p>	KL
15.10	<p><b><u>Any other business</u></b></p> <p>There was no other business</p>	
15.11	<p><b><u>Date, times, and agendas of next meeting(s)</u></b></p> <p>The proposed date of the next meeting is Monday, 16 January 2006.</p> <p>Mark to email to confirm that this date is alright for everyone not present today.</p>	ALL