



**Minutes of the Annual General Meeting  
of Queen Camel Community Land Trust Ltd.**

**30<sup>th</sup> September 2021**

**7.00 p.m. in the Old School**

**Present:** Directors: Rosemary Heath-Coleman (RHC - Chairman), Simon Stapely (SS - Vice Chairman), Tim Cook, Pauline Lewis, Steve Millard.  
Members: K. Bailey, John Corbett (JC) S. Corbett, Alex Richmond-Scott (ARS), V. Richmond-Scott, Simon Patton (SP), B. Peachey, Andrew Voysey (AV).  
Administrator: Rebecca Martin

**Apologies:** Director: Mike Lake (ML)  
Members: G. Heath-Coleman, P. Heath-Coleman, L Hunt, M. Lewis, H. Manning, E. Maunder, E. Oxbury, V. Oxley, P. Pender-Cudlip, T. Plummer, D. Phillips, J. Phillips C. Reed, R. Reed, C Robinson, D & D Thornewill, M. Upton.

**21.1 Welcome and Introduction**

The Chairman welcomed everyone, introduced the directors and recorded ML's apology due to family illness.

**21.2 Approval of Minutes – 2020 AGM**

The minutes of the October 2020 AGM had been circulated to all members. They were agreed by all present and subsequently signed by the Chairman.

**21.3 Chairman's Report**

RHC presented the Chairman's Report - see Attachment 1.

**21.4 Treasurer's Report**

SS presented the Treasurer's Report for the financial year to 31<sup>st</sup> March 2021 – see Attachment 2.

**21.5 Adoption of the Financial Accounts to 31<sup>st</sup> March 2021**

A copy of the financial accounts had been circulated by e-mail or post to members. Appreciation and thanks were recorded for the work done by both SS and independent examiner, ARS.

SS proposed, PL seconded, that the Financial Accounts be adopted. This was unanimously agreed.

**21.6 Resolution for Audit Exemption**

SS proposed, PL seconded "*That QC CLT elects not to have a full professional audit of its accounts for the financial year ending 31<sup>st</sup> March 2022*". This was unanimously agreed by members present and also by five members who had submitted a postal vote. There were no votes against.

It was confirmed that the accounts would continue to undergo an examination by an independent examiner.

**21.7 Review Deeds, Trusts & Leases**

An updated schedule as at 31<sup>st</sup> March 2019 was tabled. See Attachment 3.

### **21.8 Questions submitted by members before the meeting**

SP was the only member who had submitted questions and these are at Attachment 5 with the Board's answers to each question. SS read the questions and responses. There were a few clarifications and SP stated he was satisfied with the responses except he hoped that in future the Board would report more professionally in a similar manner to Onion Collective at Watchet (cited because this was the organisation liaising with the CLT in respect of the P2C business development grant). He also stated he was shocked that the CLT had not added the 20% to the government's 80% payment for the 3-months the two part-time members were on furlough. *Post meeting:* at the time of furlough the Board had given tenants a 'rent holiday' and had no income.

### **21.9 Election/Re-election of Board Members**

Elected directors Steve Millard and Simon Stapely and co-opted director Tim Cook were standing down. Each was re-standing together with new applicant Andrew Voysey. See Attachment 4 for their personal statements. They were elected unopposed. AV added to his statement by saying how much he supported the vision for the Old School and now that he was retired from formal employment, he wished to be more involved. His addition to the Board was greatly welcomed.

### **21.10 AOB**

JC recorded a vote of thanks to the Board for its commitment and hard work. PL recorded a vote of thanks to SM for extraordinary hours on refurbishments. SS read a message from Kit Stapely of personal thanks to RHC and presented an inscribed 'gold medal', which was embarrassingly but very gratefully accepted – a very lovely act to end the meeting.

The meeting closed at approximately 8.00 p.m.

#### **Minutes prepared by:**

Rosemary Heath-Coleman as Trust Secretary

**Distribution:** All Directors and CLT Members



## Chairman's Report for AGM 2021

Welcome to our 10<sup>th</sup> AGM. What a tumultuous period we have gone through during the past 18-months. Last year our AGM was 'behind closed doors' so it is a huge relief to be able to meet once again in person. Despite the lockdowns and associated difficult period and thanks again to the continuing support of the Board and other volunteers and also the significant input by tenants themselves, we have made a lot of progress at the Old School. This report provides a snapshot of what has been achieved since the last AGM in October 2020.

We had anticipated that earlier this year we would have been able to hold an open event but the continuation of lockdowns made that impossible. We are now looking forward to celebrating what we have at the Old School as part of the celebrations for the Queen's Platinum Jubilee in June 2022 and we hope that will be an occasion for many members to visit us to see for themselves. We have a lot of work still to do.

We are registered under the Co-operative and Community Benefit Societies Act 2014 and are governed by a set of **Rules**.

### **Board Members:**

The Rules require a third of the elected board (currently six) to stand down at each AGM to allow for others to stand. The two directors standing down this year are Simon Stapely and Steve Millard. The Rules also require that anyone who has been co-opted to the Board since the last AGM stands down. Tim Cook was co-opted at the Board Meeting on 7<sup>th</sup> July 2021 so is also standing down. Each is re-standing and we have also received a director application from Andrew Voysey. This will bring the number of board members to seven so there will be no vote and all four will be elected unopposed.

**QCCLT Members:** There are 131 members at the date of this Report.

**Staff & Volunteers:** We continue to employ one part-time Administrator. We are also very thankful and grateful that some of our previous volunteers, who have been isolating during lockdowns, have returned to help.

### **Charitable Status in order to obtain exemption from corporation tax and business rate relief:**

HMRC (Her Majesty's Revenue and Customs) invited us to apply for charitable status, i.e. to become a *Charitable* Community Benefit Society in order for them to issue a Certificate that would give exemption from any liability for Corporation Tax. It would also have given us an exemption from paying Business Rates (80%). This required an amendment to the Rules so after a number of zoom meetings (at that time we were in lockdown) we went through the process of member votes and submitted the application to amend the Rules to the FCA (Financial Conduct Authority).

Queen Camel Community Land Trust Ltd.,

Registered Office: the Old School, High Street, Queen Camel, BA22 7NH

Reg No. 31491R

In due course we were formally advised that the FCA were unable to accept our submission because such a change would remove the asset lock. (*Regulation 7 of the Community Benefit Societies (Restriction on use of Assets) Regulations 2006 provides: A restriction on use is prescribed as unalterable pursuant to section 1(4)(b) of the 2003 Act. It is our view that the asset lock rule is deemed unalterable. Therefore, it is not possible for a community benefit society with an asset lock to become an exempt charity.*)

In parallel with the communications with HMRC and the FCA, we liaised with SSDC and were finally awarded 100% business rate relief from 3<sup>rd</sup> August 2019 to 31<sup>st</sup> March 2022. This gives the Board time to review the way forward to achieve the best possible legal and financial outcome.

**Financial** - Our Finance Director (the Treasurer) will present his Report covering the year-end accounts to 31<sup>st</sup> March 2021. A copy of the accounts has been circulated to all members.

Our Business Plan for the Old School for that financial period forecast an occupancy target of 70% with increased rent to reflect improved facilities as well as continued reconfiguration and refurbishment to meet minimum standards. Our Business Plan from April 2021 forecast an occupancy target of 80% plus a continuation of the refurbishments.

We are very pleased to report that we have exceeded the above occupancy targets and our tenant leases are normally for 3-years with 10% annual rent increases. This gives both security of tenure and the annual increase in income to recognise improvements, as set out in the business plan. The service charges reflect actual operating costs. Bearing in mind we were in lockdown for a major part of this period, this surely demonstrates that we are providing facilities to meet real needs and are managing wisely.

#### **Our Activities:**

QCCLT has two distinct ongoing activities. One is the provision of affordable housing and the other is the development and management of the community centre at the Old School.

**20 Houses for Local People at Roman Way** – The residents now maintain the community area for children's play. There is nothing further to report.

**Housing Development off West Camel Road** – because of the evidence of phosphate, there has been a general hold-up on all planning applications for new buildings. Involvement by the CLT in any affordable housing that may be included as part of the housing development is included in the Neighbourhood Plan but at this time, although the CLT has communicated with the landowner's agent, it is now a waiting game and the ultimate decision lies with the landowner's agent or developer. We will keep members informed as and when there is material progress.

#### **The Old School – achievements since my last AGM Report:**

Thanks to the many hours of voluntary work by Board members and others and careful management of finances to pay for materials and the services of qualified trades where needed, we have continued to make significant progress on the refurbishment of buildings on the site. This has included:

##### **The Old Hall**

- 1) Repairs to the old school hall have continued with the renewal of all the cladding with marine ply together with high efficiency insulation. A ramp for wheelchair access has been built and, because of their very poor condition, some of the windows and the main entrance door have been replaced.

Inside the hall, seven 'pods' (rooms of about 9 square meters each with an individual door and window) have been made by our tenants, Homes First Plus (HFP), and these are now occupied by start-up artisan businesses.

- 2) Adjacent to the hall is a newly installed launderette that is proving popular with users and visitors alike.

### **The 1920's building**

- 3) The most recent transformation is the conversion of what was one large classroom into the Old School Day Centre, which opened this month and will provide a haven for many as it gets established. The conversion includes a kitchenette from which to provide a mid-day meal.
- 4) Next door to the Day Centre is an art studio which has been part of Somerset Art Works open studios. Our art displays are growing.
- 5) The reconfiguration and refurbishment of toilets in this building is ongoing but an external toilet is now complete and in use.
- 6) The replacement of the old boiler has just been completed. This was brought forward because a costly repair was needed.
- 7) Adjacent to this building is 'The Squirrels, a chalet that was previously a classroom for one-to-one teaching. Its refurbishment is almost complete and it will become a beauty salon from 3<sup>rd</sup> October.

### **Victorian building**

- 8) *The Café:* The transformation of the previous staff room into a kitchen with the adjacent classroom into a café room was completed in April and is now home to Cam's Kitchen.
- 9) The classroom in the middle of this building, with the plaque on the wall stating that the building was given as a gift to the parish, is in the process of transformation into 'The Clinic', which will open from 1<sup>st</sup> November.
- 10) The refurbishment of the previous staff cloakroom and the creation of a second toilet in what was a storeroom have been completed.
- 11) The girls' toilet suite has been totally transformed and is now a hairdressing salon, providing local employment.
- 12) The boys' toilet suite is about to be transformed in a similar way, and we have someone who hopes to become a tenant in the New Year, so the pressure is on to achieve another deadline.
- 13) The walls of the add-on buildings at the rear of the Victorian building have been painted to match the mullion windows, transforming what was ugly into something that blends with the old.

### **The Grounds**

- 14) Our business plan includes the development of a community sensory garden with a riverside walk. Last year we reported that Power to Change had awarded in-kind support covering landscape design by an architect and that we hoped to start this development during this year. As everywhere, there have been delays and, in our case, not least because all attention has been focussed on preparing facilities for tenants. The rear garden development is now planned for next year. Meanwhile, we have continued the development of the gardens at the front including building a rockery.

Two facilities we did not achieve in the last year but which we remain committed to installing are (a) vehicle charging points and (b) a 'changing place shower and toilet' facility. We plan to seek grant funding in the New Year.

We remain committed and optimistic despite the daunting challenges of the last 18-months.

As always, a very big 'thank you' to my fellow board members and our committed band of volunteers and also to our very helpful and supportive tenants who have done so much to help us achieve all the renovations.

Rosemary Heath-Coleman  
Chairman & Trust Secretary  
September 2021

DRAFT

Financial Accounts attached separately (pdf file)



## TREASURER'S REPORT

### Financial Year to 31<sup>st</sup> March 2021

The year began with the receipt in May of £25,000 from the government followed by a grant to cover the cost of our employees who continued to be on furlough.

Gradually more tenants were granted three-year leases and by the year-end we had increased the number from two to six.

This enabled various repairs to the buildings to be undertaken: some windows were replaced, leaking roofs were mended, lavatories were restored, a new central heating boiler was installed and work had begun on creating a kitchen for the envisaged café.

Rental income amounted to £31,111 and with grants, donations and furlough receipts total bankings for the year were £84,008. Then £29,677 was spent on repairs and replacements out of a total annual expenditure of £65,495 (see summary below of £29,677). This left us with a surplus of £18,495.

The Power to Change Booster Programme matched our share issue and £21,735 was received to increase the total share capital to £44,156. This enabled us to end the year with £55,748 on deposit with our bank.

## FUTURE

The number of tenants to whom leases were granted had risen to eleven by September, some major works to the buildings had been completed and the café was operating successfully.

Many volunteers continue contributing to external and internal painting; others had created a flower garden and a rockery. More work is envisaged as this Community Benefit Society continues to succeed in its objective of serving the local community.

## Summary of R & M (Repairs & Maintenance)

|  |                    |
|--|--------------------|
| Creating the kitchen and café in Block A | £11,205.29         |
| Repairs to Lantern Roof in Block B       | £6,240.00          |
| Glazing in Block D                       | £3,747.57          |
| Works to lavatories                      | £3,096.99          |
| Various building repairs                 | £2,018.78          |
| Boiler repairs and servicing             | £1,345.75          |
| Sundry building and decorating materials | £1,092.26          |
| Plumbing                                 | £560.16            |
| Electrical repairs                       | £236.00            |
| Locks                                    | £135.00            |
| <b>ANALYSIS</b>                          | <b>£ 29,677.80</b> |



## Attachment 3 to Minutes of September 2021 AGM



### Review of Valid Deeds, Trusts and Leases as at financial year end 31<sup>st</sup> March 2021

1. **Agreement made 27<sup>th</sup> November 2013** with Hastoe Housing Association – conditions that remain valid are Tenancies & Leases and Management Aspects.
2. **Lease Agreement made 20<sup>th</sup> December 2013**, between Landlord (firstly L. Chard, now CLT) and Tenant (Hastoe Housing Association). Term is 125 years.
3. **Transfer Deed** – L Chard Transferor to CLT Transferee – contains uplift provision for period of 21 years from November 2013.
4. **Deed of Easement made November 2013** between CLT and Andrew Case.
5. **Section 106 dated 5<sup>th</sup> December 2013**, parties: L. Chard, Hastoe Housing Association, QCCLT and South Somerset District Council – sets out the definitions and conditions including those for Defined Area, Eligible Person and Local Connection, and the allocation cascade for Affordable Housing.
6. **Deed of Surrender and Lease, signed 21 December 2014** – Southern Electric with CLT and Hastoe re electricity sub-station, West Camel Road.
7. **Easement Agreement with SCC** regarding the primary school – agreement in place March 2016.
8. **Mike Lake, tenant** - HomeFirst Plus (HFP) – 3-year lease from 1<sup>st</sup> July 2019.
9. **Amie Hancock, tenant** – Helping Hands - 3-year lease from 1<sup>st</sup> September 2019
10. **Andi Loveridge, tenant** – The Space - 3-year lease from 1<sup>st</sup> February 2020
11. **Lily Wake, tenant** – Koala Tree Child Therapy – 3-year lease from 1<sup>st</sup> September 2020
12. **Andrew Palmer, tenant** – Artist – 3-year lease from 1<sup>st</sup> November 2020

## Attachment 4 to Minutes of September 2021 AGM

### Questions from Simon Patton for the AGM on 30<sup>th</sup> September 2021

#### Finance questions:

- 1) 'Amortisation' is a technical accounting term please can you clarify its practical meaning, in lay man's terms, in the QCCLT accounts and in particular why it is £5000 expenditure on the Profit and Loss tab but £10,000 on the balance sheet tab for the current financial year?  
**A** It means the action or process of gradually writing off the initial cost of an asset. The £10,000 is the accumulative total for two years.
- 2) Related to 'Amortisation' reference on the balance sheet for the value of the property, has there been an independent update on the value of the Old School property this last year, so to reflect the improvements and upward trend of property values?  
**A.** The balance sheet shows the purchase cost not the value of the property. There has been no independent update. This would cost money to obtain.
- 3) Can you give the background to where the Covid 19 grant/s of £25,000 came from and on what terms they were given?  
**A** The grant was from the government to cover lost revenue and was given to thousands of other organisations. It is not repayable and there were no terms attached.
- 4) Staffing and Salaries:
  - 4.1 Can you clarify what the CSO Expenses and Salary refer to?  
**A** This relates to the previous financial year and refers to share offer expenses and the salary incurred in respect of that activity.
  - 4.2 This may be part of the annual report if not please can you clarify who is now employed by the QCCLT and in what roles?  
**A** Apart from the board of directors, we have one part-time Administrator, whose role includes sending regular updates to all members and also now to all the Parish Councils within the CLT's doughnut.
  - 4.3 Can you clarify which roles the 'Furlough' scheme supported and for how long?  
**A** A part-time manager and a part-time Administrator, for three months
  - 4.4 Did QCCLT pay the extra amount needed above the furlough contribution so that staff were on their full wage?  
**A** No
- 5 Donations: Can you outline where the £2520.77 donations can from?  
**A** A supporting couple, who have since become members.

- 6 Heating Oil: I am assuming the cost of oil was less this last year partly due to the Covid 19 lock down. Can you clarify the impact of the new boiler in the Victorian building on consumption/cost and reassure members that this new boiler and the tank were installed meeting statutory requirements? Can you clarify what is to/has happened to the heating systems in the rest of the buildings?
- A The assumption about oil usage during lockdown is correct. The accounts show a reduction in the cost of heating oil. We can assure members that the new boiler for the Victorian building was professionally installed and certified (the oil tank was temporary and has now been removed). It has a rated efficiency of 90-94.5%.
- At the 31<sup>st</sup> March 2021 nothing had happened to the heating in the 1920s building. At that time, we had every intention of replacing the original, old and constantly breaking down, boiler. This has been brought forward into financial year 2021/22 because the latest repair would have cost some £2,500 which would have been wasted money when a replacement was planned.
- 7 Repairs and Maintenance: Again, this may be the annual report, if not can you detail what the £29,676.80 has been spent on and what are the plans for the coming year and do we have the finance to cover these?
- A This will be included in the Treasurer's Report. The Achievements (which cover what has been spent) and plans for next year are included in the Chairman's Report and were presented at the Annual Village Meeting. We can assure members that the Board always ensures it has the finances to pay for what it orders.
- 8 Tenants: Given the challenges of the last year where are we with being self sufficient with running costs through tenant rents and service charges? Some of that income was to go towards the regular upkeep and development of the site, are we at a stage where there is sufficient funding to undertake this work or are still reliant on grants?
- A Income from Tenants and other users covers the running costs and repairs and maintenance, and we are not reliant on grants for these. The government's grant enabled some of the more costly repairs and we will seek grants for major developments.
- 9 Can you give an update on the position with paying back the two loans made during the purchase of the Old School?
- A £11,000 was repaid after the first year. The loans are repayable at the discretion of the Board or if requested by the lenders. However, there are no plans for immediate repayment because the lenders are keen to see the continuing development and success of the site and they know their loans are safe because the CLT owns the freehold.
- 10 Can you give an update on the position with the paying of dividends to shareholders?
- A There is no change. The Rules of the CLT (Rule 15.1) precludes the payment of dividends. This is defined in the Members' Application Form to ensure no misunderstanding.

## General questions, which may be answered by the annual report

- 11 Can you clarify what is now the status of the QCCLT following the vote earlier in the year on change of the rules to include the word 'charitable' and have we had acceptance from the FCA as outlined in letter to members back in April? Other than the tax position what other impact does this change have on the running of the QCCLT?
- A The application was not accepted by the FCA and will be addressed in the Chairman's Report.
- 12 I note that QCCLT rules on their website are still the 2019 ones with the corporate address still 'Corton View Grace Martin Lane'. When are the updated rules to be published? I also note that there is no 'Complaints Policy' on the website, when is this to be added?
- A The Rules that were adopted in 2019 have not been changed. The FCA has been advised of the change in the registered office. This has now been recorded on the website – thank you for pointing this out.  
Regarding a Complaints Policy, an update will be added at a future review.
- 13 Can you update us on developments with more possible affordable housing in Queen Camel and QCCLT involvement or not?
- A An update on housing developments is for the Parish Council. Involvement in any affordable housing by the CLT is included in the Neighbourhood Plan but at this time the CLT has not been advised of the ultimate decision by the landowner's agent or developer.
- 14 What is the latest position linked to the professional support for QCCLT provided as part of the Power to Change grant? What support had PtoC provided during the challenges posed by the pandemic?
- A We believe this question relates to the Business Development Support offered by P2C. P2C funds have been received (financial year 2021/22) and some has been paid towards the garden design scheme (Q19 below). Due to lockdowns, the marketing training and counselling elements have not yet happened and are being reviewed. We had no additional help during the pandemic.
- 15 What involvement has QCCLT had in networks (e.g., National CLT, Heart of SW growth Hub, SPARK, PtoC) to support its work in the last year?
- A We received mailings and invitations to attend webinars but these were not often relevant to us. The National CLT CEO recently visited and was very impressed by the progress that had been made since his last visit. However, all these organisations have been in various forms of lockdown, most individuals working from home. We did not receive any new support during lockdowns.
- 16 What development/training activity have the directors or staff undertaken in the last year?
- A No external training due to lockdowns. Any 'training' has been internal.
- 17 What action was taken as a result of the break-in earlier in the year as reported on the QC Facebook page?
- A Despite whatever was reported on a QC Facebook page, there was in fact no break-in at the Old School

18 Have there been any further development activity to make the site flood resilient? E.G. Has there been any clearing of the culvert under the road to help with water flow?

A We have had no major flood since 2008 thanks in measure to the work done on the River Cam by the Environment Agency. In the winter of 2019/20 we filled and used at least 130 sandbags and we subsequently purchased single use doorway barriers, which are now in store ready for a flood emergency. Permanent barriers are on our grant funding list. Additionally, we have an imminent topographical survey being done. This will help identify vulnerable entrances.

Regarding clearing the culvert, this is being pursued by a Parish Councillor. This includes clearance of the river west of the bridge. It would be a wasted effort to clear our small length of culvert in isolation.

19 Can you update us on the architect's PtoC support referenced in the previous annual report? ...'have also awarded in-kind support and part of this is to be an architect's landscape design for our community sensory garden at the rear of the property, which we hope to develop during next year.'

A At the time of that annual report we did not know that lockdown would be extended for so long. The landscape design is currently being prepared and the development of the rear garden is now to be started next year. We have continued the development of the frontage this year including building the rockery, which has been admired by many.

20 When will QCCLT be reporting on its wider impact as set out in its aims/ objectives for the Old School site, on aspects like the local economy, resilience and social action, about which it has good stories to tell? See annual report provided by the Onion Collective in Watchet as an example:

Along with the rest of the country, we are emerging from a dreadful 18-months of varying degrees of lockdown and have been concentrating totally on making the site fit for purpose. However, we have provided updates on progress almost every month in the village magazine and to all members as well as on the website. We are now including all the Parish Councils within our doughnut. We also presented at the Annual Village Meeting this month and, on that occasion, we invited our newest tenant who has started a Day Centre to introduce herself and present what she will be offering. This has already resulted in constructive links with both the Medical Centre and the new Head Teacher at Countess Gytha school.

21 I note that at least two tenants are also board members please can reassurance be given to members about how any potential conflict of interest and separation of duties are undertaken by the Board so as to avoid any challenge around fraud? E.g., the negotiation of leases and payment of expenses or salaries to Directors.

A Until 1<sup>st</sup> November there is only one tenant who is also a board member – elected last year after co-option. There will be two from 1<sup>st</sup> November. At each Board Meeting everyone is asked to declare conflicts of interest in any agenda item. Expense claims have to be supported by receipts and be properly authorised. No director is or ever has been paid a salary.

**Directors' Applications – consolidated list**

| Name   | Personal Statements  |
|--|--|
| <p><b>Cook, Tim</b></p> <p><i>Proposer:</i><br/><i>Rosemary Heath-Coleman</i></p> <p><i>Seconder:</i><br/><i>Steven Millard</i></p>      | <p>I have worked for South Somerset District Council for 21 years. For many years I was part of a team responsible for helping communities to identify and meet local need. It was in this capacity that I first became involved in work to produce community plan/s for Queen Camel. I was present at meetings when the prospect of a Community Land Trust was first discussed. I became a member when it was first established and was present when the work began on the housing scheme. When Queen Camel was identified as a 'Frontrunner' national pilot for Neighbourhood Planning, I became part of the team that developed the core elements of the Neighbourhood Plan. Involvement in numerous consultation exercises including the planning for real and annual parish meetings over the years have given me some insight into village/community life. My involvement has reduced over the last few years as my role has changed. I am currently part of the Leadership &amp; Management Team at SSDC and manage the Locality service. I would like the opportunity to use my experience in local government and in particular, community development, local strategic planning and grant giving in a voluntary capacity as part of the QC CLT board.</p> <p>I have lived in this area for most of my life. I am married with three grown up children. I have been a trustee of Castle Cary Methodist Church for four years and recently managed a successful project to have a platform lift installed.</p> |
| <p><b>Millard, Steven</b></p> <p><i>Proposer:</i><br/><i>Rosemary Heath-Coleman</i></p> <p><i>Seconder:</i><br/><i>Pauline Lewis</i></p> | <p>I initially joined the Board in January 2020 after being involved with QCCLT both as a member and a volunteer, spending many hours on site clearing vegetation and carrying out minor repairs etc. Since becoming a director and in addition to overall Board responsibilities I have accepted responsibility for Health &amp; Safety, Repairs &amp; Maintenance and Site Security and these have each involved a lot of practical work across the whole site. I also act as project manager for other work insofar as organising and meeting various trades that we have to call upon for the larger and more regulated parts of the build, e.g., upgrading the central heating, electrical work etc.</p> <p>I continue to use my DIY skills to carry out various tasks and organise and meet trades that undertake work across the site.</p> <p>I hope I will be re-elected to the Board where I can continue to help drive forward this marvellous project.</p>  |

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|--|--|
| <p><b>Stapeley, Simon</b></p> <p><i>Proposer:</i><br/>Rosemary Heath-Coleman</p> <p><i>Seconder:</i><br/>Pauline Lewis</p> | <p>I have been acting as the Financial Director being in charge of accounts (both monthly and annual statutory), budgets, banking, payments and receipts and the financial aspect of new leases, also to the lesser extent, any financial aspect of other matters such as, the reporting on grants etc.</p> <p>I have been acting as Vice-Chairman liaising and assisting the Chairman with such matters as drafting leases, minutes, updating rules and regulations, updating the society's register and, issuing share certificates etc.</p> <p>I would be happy to continue in this role for another three years.</p>   |
| <p><b>Voysey, Andrew</b></p> <p><i>Proposer:</i><br/>Steven Millard</p> <p><i>Seconder:</i><br/>Rosemary Heath-Coleman</p> | <p>I have been involved with the Queen Camel CLT Old School Project as a volunteer and shareholder from the start of the programme to renovate the buildings in preparation for leasing to our now growing user community. I have been involved in clearing the overgrown vegetation and more recently in painting and decorating elements of the buildings.</p> <p>As a retired senior engineering manager, I have good management skills which can be harnessed for the good of the CLT as well as, the time and energy to assist in the further growth of the facilities. I have been impressed with the way the site is developing and would like to be more active in supporting that growth and vision of the Board.</p> |