



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

15th September 2022

7.00 p.m. in the Old School

- Present:** Directors: Rosemary Heath-Coleman (RHC - Chairman), Simon Stapely (SS -Vice Chairman), Tim Cook (TC), Pauline Lewis (PL), Andy Voysey (AV).
Members: John Corbett (JC), Angus Davidson (AD), Joe Knight, Mike Lewis (ML), Alex Richmond-Scott (ARS), Virginia Richmond-Scott (VRS), Bernie Peachey.
Administrator: Rebecca Martin
- Apologies:** Director: Steve Millard (SM)
Members: Suzanne. Corbett, Annette Haynes, Elizabeth Maunder, Kit Stapely, Marilyn Upton, Anne Voysey.

RHC stated the wish to record the CLT's gratitude and thanks for Queen Elizabeth II's 70 years of faithful and dedicated service. The Queen had been the single public constant in our lives and an example of true service, of loyal and unstinting duty, an unashamed and very real faith with a vow of duty that she kept to her dying day. A truly remarkable woman. This was followed by a minute's silence.

22.1 Welcome and Introduction

The Chairman welcomed everyone, introduced the directors and the CLT's Administrator and recorded the CLT's condolences on the death of member, Lady Victoria Sebright.

22.2 Approval of Minutes – 2021 AGM

The minutes of AGM held on 30th September 2021 had been circulated to all members. They were agreed by all present and subsequently signed by the Chairman.

22.3 Chairman's Report

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

22.4 Treasurer's Report

SS presented a supplement (see Attachment 2) to the Treasurer's Report contained within the suite of documents for the financial year to 31st March 2022.

22.5 Adoption of the Financial Accounts to 31st March 2022

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 the independent examiner, ARS.

PL proposed, TC seconded, that the Financial Accounts be adopted. This was agreed by all present with one abstention. There were no votes against.

At this point in the meeting, AD asked if the ground rent income from Roman Way (some £4,000) was being used to offset losses at the Old School and could this be identified separately in the future. AD's questions were noted for consideration by the Board.

22.6 Resolution for Audit Exemption

RHC read the resolution which was that "QC CLT elects not to have a full professional audit of its accounts for the financial year ending 31st March 2023". PL proposed, AV seconded and this resolution was unanimously agreed by members present and also

by one member who had submitted a postal vote. There were no abstentions or votes against.

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

22.7 Review Deeds, Trusts & Leases

An updated schedule as at 31st March 2022 was tabled. See Attachment 3. A clarification was requested in respect of the Transfer Deed at item 3 on the attachment. RHC advised that this would now be with the successors to L. Chard and the relevant clause was an uplift provision that was effective for 21-years from November 2013 in respect of any financial payment should access be granted from what is now known as Roman Way to the land beyond. The land beyond is scheduled to be gifted to the Parish Council from the landowner of that land when the housing development proceeds.

22.8 Questions submitted by members before the meeting

JC had submitted two questions:

- a) What areas of the Old School are open to the public and are there time restrictions; and
- b) As and when the river walk or garden are completed will the public have free access to this area?

RHC responded:

Whilst the Old School is an asset held for the community, the rooms are leased to tenants. Access to most rooms is, therefore, available only through an appointment for whichever service is offered by the respective tenant, for whom contact details are available via the CLT's website. The exceptions are the café, which has its opening days and hours on its front door and on its website, and Home First Plus, which also has the units for artisans in the old school sports hall.

When the garden transformation, including a planned riverside platform, is completed (or as phases are completed) it will be open to the public without any charge. There may be opening time restrictions for health and safety and security reasons.

The external car park is available for the public and for visitors to the Old School, at their risk. The internal car park is for tenants and their clients – and our plan is to have electrically operated gates when funding is available to help with site security.

ML asked at the meeting about the CLT's plans for flood protection.

AV responded:

The CLT has single use flood protection for each external doorway and is procuring air bricks and toilet non-return valves or similar. The CLT is also using old doors to make flood-wash defences at each of the four front gate entrances.

22.9 Election/Re-election of Board Members

Elected directors Rosemary Heath-Coleman and Pauline Lewis were standing down. Each was re-standing. See Attachment 4 for their personal statements. They were elected unopposed.

The meeting closed at approximately 8.00 p.m.

Minutes prepared by:

Rosemary Heath-Coleman as Trust Secretary

Distribution: All CLT Directors and Members

Chairman's Report for AGM 2022

Welcome to our 11th AGM. Thanks again to the continuing committed and sustained support of the Board and other volunteers, we have continued to make progress on refurbishments and developments at the Old School. Disappointingly and due to the phosphate issue, there has been no progress on the provision of more affordable housing.

I thought it would be a helpful reminder to reiterate our Objects (or purposes). They are to:

- Maintain or improve the physical, social and economic infrastructure within Queen Camel Parish and the surrounding rural communities;
- Advance education;
- Promote and support the arts locally;
- Promote and protect local heritage;
- Hold land in trust for our community; and
- Facilitate affordable housing for local people.

So, our aim in acquiring the land at Roman Way (for affordable housing) and the Old School is to hold them in perpetuity and manage them for the benefit of the local and wider community; and our vision for the Old School is to develop it into a:

Self-sustaining, vibrant enterprise that has strong ethical values and business practices, promotes greater learning and enhances health, wellbeing, creativity and employment, and supports new and small businesses.”

This report provides an overview of achievements and high spots since the last AGM in September 2021 and our plans and some of the challenges going forward.

Taking each of our Objects:

To maintain or improve the physical, social and economic infrastructure within Queen Camel Parish and the surrounding rural communities – being met in part by the provision of:

- employment opportunities for all our tenants, one of whom employs at least four on site and provides workspace for start-ups. We also employ one parttime member of staff whose hours are increasing as the site activities grow.
- wellbeing services that include therapists helping young people as well as adults with mental and other health issues, also a hair salon and beautician. Under the heading of services is also the provision of the launderette service.
- community facilities that include a café for everyone to enjoy, a community day centre that is especially for those who are older, lonely or have special requirements; and in due course the provision of a community garden for the wellbeing of all.

To advance education – being met in part by the ongoing training given in the café and community day centre and in due course in the community garden and also by the art classes given by a tenant¹.

To promote and support the arts locally – being met by the development of our art gallery where local artists have been invited to display their paintings and sculptures.

¹ Enquiries for art classes to Andrew Palmer at afpalmer@gmail.com

To promote and protect local heritage – one building at the Old School is Grade II listed. Although not listed, the 1920s building has schooled many hundreds of children many of whom hold memories. We are protecting these buildings and holding them in trust for the local and wider community.

To hold land in trust for our community – we hold the land at Roman Way and the Old School site in perpetuity for the local and wider community.

To facilitate affordable housing for local people – in partnership with Hastoe Housing Association we enabled the provision of 20 affordable homes for people with a defined local connection. We have registered with the land owner, developer and Parish Council our wish to be similarly involved in the affordable housing that will form part of the housing development off the West Camel Road. Disappointingly and due to the phosphate issue, there has been no recent progress.

Throughout we have honoured our commitment not to have services offered at the Old School that would conflict with services offered within the parish at the date we purchased the Old School.

Some of the Achievements during the year

- We exceeded our business plan occupancy rate.
- Relief from business rates until financial year 2023/24 when we will need to liaise with the new Unitary Authority which will then have taken this responsibility from the disbanded District Councils.
- Completion of the reconfiguration of what were the boys' toilets in the Victorian building into what is now a tenant's therapy room.
- Completion of the facelift to the old school hall. This includes a beautiful mural by Perry Jansen Chapman of Queen Camel.
- Continuing progress on the garden project which included the removal of Leylandii trees and dilapidated sheds, one alongside the river and full of obsolete swimming pool materials.
- Repainting the Portacabin at the west end of the site, which is now home to The Willows community day centre.

... and some High Spots

- The Platinum Jubilee celebration in June which provided the opportunity for us to celebrate with an Open Day. Due to the pandemic, we had been unable to hold such an event in previous years so it was doubly special this year. We included an art exhibition and had local Morris Dancers and a hog roast as well as an open café. We were able to subsidise the hog roast because of a generous donation from Perry's Recycling. We also organised a scarecrow competition for the village, and the Old School as well as the length of the High Street was decorated in bunting.
- Our introduction to and our now established relationship with Able2Achieve (A2A)² from Yeovil. The managers and their teams of Learners have made regular trips to help with our garden project and it has been a great privilege as well as a support to have them.
- A Volunteers Day in July when we were introduced to the Yeovil Rivers Community Trust (yrct)³ with which trust we hope to work further. It was also a joy to welcome some keen gardening pupils from Countess Gytha primary school.

² www.able2achive.org.uk

³ www.yrct.co.uk

Some of our plans going forward:

- During the autumn, getting the last suite of three schoolgirls' toilets reconfigured into two gender neutral toilets with integral washbasins. As stated in our Business Plan, we aim to transform the interiors of the buildings to provide modern amenities presented in a rural style befitting of their location and history. This also applies to toilets!
- Replacing the vehicle gate with an electric gate, which will be easier to operate and provide better site security as the operation will include automatic opening and closing at each end of the day.
- Continuing energy saving improvements that include some window replacements and some secondary glazing elsewhere, as well as the final transfer to full LED lighting across the whole site.
- Adding electric vehicle charging points to our service provision. In this respect we are currently in conversation with a supplier but it does depend on costs and financial benefits.
- Continuing the garden project and in this respect we have broad phases of development, some that will be done in parallel with each other:

Phase 1 was to clear the frontage of the site. This included:

- the removal of the school metal fencing to open the site, which now complements the openness of the churchyard that is opposite;
- the removal of years of vegetation neglect, which necessitated hiring a digger;
- the creation of a rockery that used some of the stone left from the housing project at Roman Way (our thanks to Geoff Wilson for this aspect);
- the planting of the whole using plants donated by supporters as well as some purchased with money from the sale of bits and pieces (our thanks especially to Bob & Helen Holland who have tended and tried very hard to keep everything alive during the 2022 drought period);
- the replacement of the magnolia that had been allowed to deteriorate with a magnolia in honour of the Queen's Platinum Jubilee.

Phase 2 (a) is the ongoing massive clearance of years of neglect from the back garden.

This work is being done with the help of A2A and includes:

- The removal, with permission, of three leylandii trees that had already caused other trees to grow across the river due to deprivation of light so a further cull is taking place during the autumn;
- The dismantling of dilapidated sheds, the good wood being used for the repair of other sheds;
- The formal removal from the site of hazardous materials originating from the days of the school swimming pool and found in the dilapidated shed on the bank of the river.

Phase 2(b) is the creation of a garden with seating area along the west side of the Willows' portacabin. This will probably include raised plant beds.

Phase 2(c) is the development of the children's garden, which will include a secret garden and a pond. This is now being developed in conjunction with the children's Environment Group at Countess Gytha.

Phase 3(a) will be the development of the riverside, which includes a viewing/sitting platform area, the clearing and planting of the outlet stream, and the possible fitting of low-level fencing along the riverside.

Phase 3(b) will be the transfer of the oil tank and a shed to the compound behind the old school hall, thus releasing space for a future chalet-style building.

Phase 4 will be the marking out of the garden 'rooms' and the development of the garden, room by room. This will include sensory planting as well as surprises, for instance, one might be a therapeutic punchbag! In conjunction with ourselves, a landscape architect has produced a garden design to guide us throughout but especially during this phase. A copy of this design is added to this Report. It was funded through a grant awarded by Power to Change.

... all the foregoing will not be without some significant challenges:

- The rapidly increasing operating costs, specifically electricity and oil, which will also be a challenge for all tenants on site notwithstanding that we try to absorb as much as we can so that they can continue to provide their vital support.
- Tradesmen who are overloaded and supplies that are on very, very long lead times.
- Balancing Board and other volunteers' commitments specifically in respect of practical work and getting additional volunteers as those who have expressed support 'one day' are currently stretched to capacity. Also, getting a better gender and age balance.
- Achieving the community garden, which also extends to the riverside and the culvert, because it is a big and costly project but one that will bring great pleasure and healing to those who use it.
- Probably a greater difficulty in obtaining grant funding.
- Enabling people to understand our vision and that although we are effectively landlords, we are also there to support tenants in whatever way we can.

We are registered under the Co-operative and Community Benefit Societies Act 2014 and are governed by a set of Rules. These require that a third of the elected board stand down at each AGM to allow for others to stand. The two directors standing down this year are myself and Pauline Lewis. Each director standing down may re-stand.

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

Financial - Our Finance Director (the Treasurer) will present his Report covering the year to 31st March 2022. A copy of the accounts has been circulated to all members.

Our Business Plan for the Old School is being updated. One facility we have not yet achieved but which we remain committed to installing is a 'changing place shower and toilet' facility. This will feature in the Business Plan for the future and when we can obtain grant funding.

Another year, another 'thank you' to my fellow board members and our committed band of volunteers. May the next year prove to be as productive and successful as the past year.

Rosemary Heath-Coleman
Chairman & Trust Secretary
September 2022

Attachment 2 to Minutes of September 2022 AGM

Financial Accounts attached separately (pdf file)

Treasurer's presentation

Ladies and gentlemen – good evening.

I am the Society's Treasurer and its Financial Director. I am an Accountant, I was a Fellow of the Institute of Chartered Accountants and numbers speak to me, however, I am led to believe that this is not the case for everyone. So tonight I shall attempt to explain the financial results in words rather than in numbers.

We, Queen Camel Community Land Trust Limited, are a Community Benefit Society. The society is well named as our principal objective is to be a benefit to the local community.

In the past I have spoken about the Affordable Housing in Roman Way and the construction of these homes for local residents, which are close to the Medical Centre and to the **New School**. This continues to be a success and, so I am told, not one resident has left last year.

So, I shall concentrate on the purchase of the **Old School**. Our objectives here were: 1) to repair the structure. 2) to rent the rooms and 3) to create gardens for the benefit of local residents and indeed passers-by as well.

The building was acquired in May 2019 i.e. three years ago.

In the year to March 2021, we spent almost £30,000 on repairs and maintenance and a further £4,000 on rewiring. We were fortunate to have received £45,000 in various grants which enabled us to generate a surplus of £18,000. This covered the loss of £16,000 incurred in the previous year. So, in words, the income and grants received in the first two years covered our expenditure. But from April 2021 we were on our own !!! So how did we do?

For the year to March 2022, the year I am covering, we set ourselves an Income target for Rent and Service Charges of £37,500 although we only generated £30,500 in the previous year. We therefore had great expectations!!! In fact we received almost £47,000 !!! – An increase of over 50%. Sorry! In words we generated income of half as much again as we had anticipated.

How did we manage this? Well, we created four additional rooms. We converted the vestibule, the entrance room to the kitchen, into Rebecca's office. Rebecca is our administrator and my assistant when it comes to raising invoices and other financial matters. This freed-up one room for rental. Then volunteers and friends engaged in a massive programme to convert the boys' and girls' lavatories into rooms for Lisa our Hairdresser and for John our Bowen therapist. Finally, a fourth room was created by cleverly converting one of our garden sheds for Lucy our beautician.

We now have 17 rooms and as I speak 15 are let on three-year leases, one is reserved for hourly ad hoc rentals for meetings and one has been reserved for occupancy in 2023. So, we have reached full capacity.

Therefore, calculating our income for the current year. i.e. the one ending in March 2023 has not been difficult and, for the first time, individual expenditure budgets were prepared at the beginning of the year to cover Repairs and Maintenance, Grounds Maintenance, signage etc.

The results for the year ended March 2022 were very satisfactory, almost breaking even, as we anticipated, but the additional income enabled us to spend much more on further electrical repairs, general repairs and grounds maintenance and development.

There have been non-financial matters which I would also like to mention. The gardens, flowerbeds and grounds would not have progressed as rapidly and as successfully without the help of many volunteers. They have given up their free time to paint, dig, and plant unceasingly. And here I would like in particular to thank Bob and Helen.

A summary of my report and of the results for the year to March 2022 appears in the Annual Accounts which you all have received.

And our plans for the year to March 2023, as Rosemary has intimated, are even more impressive.

Hopefully I have been able to describe what we achieved in the year to March 2022 without relying too much on numbers but should anyone have a question to ask or would like a further explanation of something I will do my best to answer them.

DRAFT

Attachment 3 to Minutes of September 2022 AGM

Review of Deeds, Trusts and Leases as at financial year end 31st March 2022

1. **Agreement made 27th November 2013** with Hastoe Housing Association – conditions that remain valid are Tenancies & Leases and Management Aspects.
2. **Lease Agreement made 20th December 2013**, between Landlord (firstly L. Chard, now QCCLT) and Tenant (Hastoe Housing Association). Term is 125 years.
3. **Transfer Deed** – L Chard Transferor to QCCLT 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 5th 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 QCCLT 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) – two 3-year leases from 1st August 2019.
9. **Amie Hancock, tenant** – Helping Hands - 3-year lease from 1st September 2019.
10. **Andi Loveridge, tenant** – The Space - 3-year lease from 1st February 2020.
11. **Lily Wake, tenant** – Koala Tree Child Therapy – 3-year lease from 1st September 2020.
12. **Andrew Palmer, tenant** – Artist – 3-year lease from 1st November 2020.
13. **C of E Benefice Office, tenant** – 3-year lease from 1st April 2021.
14. **Christine & Ian Richardson, tenant** – *Cam's Kitchen* - 3-year lease from 1st May 2021.
15. **Lisa & Robert Hinks, tenant** - *Lisa Hinks Hair* – 3-year lease from 1st September 2021.
16. **Ewelina & Steffan Wiesner, tenant** – *The Willows Day Care Centre* – 3-year lease from 1st September 2021.
17. **Lucy Stone** - *Lucy's Beauties* – 3-year lease from 1st October 2021.
18. **Simon & Kit Stapely, The Clinic**, - 3-year lease from 1st November 2021.
19. **John Wilks, eHealth Learning Ltd.**, 3-year lease from 1st January 2022.

Directors' Applications – consolidated list

Name	Personal Statements
<p>Rosemary Heath-Coleman</p> <p><i>Proposer:</i> <i>Vanla Oxley</i></p> <p><i>Seconder:</i> <i>John Corbett</i></p>	<p>I am stepping down only to meet the Rule requirement that a 1/3 of the board of directors steps down at each AGM but can be re-elected if they re-stand.</p> <p>My commitment and vision for the CLT remains unchanged.</p>
<p>Pauline Lewis</p> <p><i>Proposer:</i> <i>Christine Richardson</i></p> <p><i>Seconder:</i> <i>Helen Wills</i></p>	<p>As a resident of Queen Camel, I am pleased to put myself forward for re-election to the CLT Board.</p> <p>I have many years' experience of running my own businesses, the last of which involved letting out small business units and encouraging tenants so very close to what the CLT does.</p> <p>Over the years, I have always helped my community; this year for example in helping with the Church Path Fayre. In previous years, for example, with fund raising and implementing the building of a tennis court where we lived at the time. In recent years, giving time to help children enjoy reading.</p> <p>The Old School is a fantastic community asset, with its lovely café, beautician, hairdresser, various therapists, Homes First Plus and many other enterprises.</p> <p>Let's all support it!</p>