

The Trustees

Seven trustees: William Carrington (WC)
Elizabeth Devon (ED)
Martin Devon (MD)
Anne Legge (AL)
David Richmond (DR)
Oliver Wright (OW)
Stephen Wright (SW)

Recruitment - the Trustees and Cornhill Parish Council (CPC) members can suggest people they think will benefit the CIO in their commitment to the development of Cornhill. Access to the CCA website will be given to potential candidates. If the Trustees are in agreement, an appointment can be made.

Trustees responsibilities

- comply with all conditions of being a trustee
- communicate mostly by email
- meet either in person or virtually as often as is needed
- check all policies and procedures
- report bi-monthly to CPC (ED)

Specific duties:

MD - responsible for:

- application for change of use
- drawing up specifications for refurbishment of building
- asking three reputable builders to submit quotations
- agreeing with Trustees who to appoint as builder
- overseeing the entire works including supply of services etc

WC and AL have agreed to take on the Financial Management of the CIO

SW - responsible for:

- contacting prospective funders (everyone to identify these)
- fund-raising activities

OW - responsible for:

- marketing and PR
- social networking
- creating initial draft design for website

DR - Safety Officer responsible for implementing the Health and Safety Policy and Risk Assessments

ED - responsible for:

- secretarial duties
- contact with possible tenants
- ensuring implementation of the policies
- trouble-shooting on a day to day basis

Duties of all trustees

- to promote the letting of the units
- to encourage use of the building

- to make sure the project is financially sustainable

Letting the Units - Trustees

- decide charge per unit area
- services to be charged to each tenant based on unit area (unless e.g. extra electricity is needed)
- cost of contract cleaners/window cleaners also to be charged based on unit area
- each tenant will have a key to his/her unit plus the outer door

Meetings

These will be organised as and when needed.

Regular communication will be by email.

AGM - The CIO was established on May 19th 2021 so the AGM must be held in the last two weeks of May 2022.

Insurance - to be discussed with CPC

August 2020

Updated August 2021