

**Minutes of company meeting,
Tuesday 11th August 2020, 5.00 pm via zoom**

Present: Directors: William Carrington
Steve Wright
Oliver Wright
Martin Devon
Members: David Richmond
Elizabeth Devon
Chair CPC Barbara Richmond

1. Introduction to CCAL

There was a brief discussion about the company and why it had been set up. William asked about ownership of the old school site when/if the Community Asset Transfer (CAT) is approved. NCC would transfer the site to the PC. If this is a lease then CCAL would take a long sub-lease at a peppercorn rent. If it is the freehold, then CCAL would take a head lease, again at a peppercorn rent.

Barbara said that she understood that NCC would lease the site to the PC on a 21 year lease with an option to review every 5 years. NCC will retain the freehold.

William said that we need to know more about the lease NCC is proposing to grant. He said CCAL would insist that it retains full security of tenure. He is concerned that NCC may wish to introduce a rent and/or have a clause that determines success or failure which would, in turn, allow them to make the PC yield up the lease - NCC could sell on to a developer, for example, or put a preferred partner in there. If the PC has to go down a leasehold route, the terms of such an arrangement are critical. Martin concurred with this view. William suggested that we ask the advice of his solicitors, Boodle and Hatfield in London in order to have experience and credibility behind us. If it is just a freehold conveyance, then a local firm can be used.

2. Discuss the policy Board Operations *(items in red for the purposes of the meeting)*

- It was agreed that the board and members of the PC could recommend new directors but only if they brought relevant skills to the company. Any appointment would be subject to the approval of the board.
- it was agreed that no more than seven people should be on the board of directors.
- Steve agreed to be responsible for both funding and fund-raising
- Oliver agreed to take on responsibility for all marketing, PR, and social media
- Financial management - William will consider this and ask Anne Legge for her thoughts *(Subsequently Anne has agreed to help with bookkeeping for the company on a voluntary basis)*
- Insurance - to be discussed with the PC. Barbara said she would do this.

3. Accept the policies and procedures as set out on the website

All the policies and procedures were accepted with the exception of:

- Social networking - Oliver agreed to look at this and draft something suitable
- Financial management, (see above). Elizabeth explained about the problem of setting up the business bank account with BoS. It is not able to deal with either new accounts or ones that were in progress before the lockdown. Steve suggested we investigate the Unity Trust Bank which he recommends. Elizabeth will do this.

It was also generally agreed that we need a pre-agreed sum from NCC by way of a contribution to bring the building to a reasonable state of repair and to allow us to carry out any necessary alterations.

Health and Safety Policy: Prior to the meeting, William sent a Coronavirus (Covid-19) Policy and Procedures document and a Risk Assessment for dealing with the current pandemic. These have been filed and will be adapted for use if the need is still there when work begins.

4. Do we need a logo?

It was agreed that we do. Oliver will give this thought. William suggested that we need a website and offered to introduce Oliver to Tyler Krett, who works for William as a front end developer. Tyler can put the web pages together for us, at no charge. This was accepted with alacrity.

5. Name for the building?

It was agreed that we should ask the community to come up with a suitable name. Elizabeth will put a poster in the shop asking for suggestions. Steve suggested we look at the Humble Hub.

6. AOB

Elizabeth mentioned that Iain Hedley from NCC would like us to meet for a 'Strategy Day' on Friday 28th August to go through everything the company must have in place for the CAT to be successful. David was unsure about the value of this but the rest of those present agreed and could be free on that date.

Minutes agreed by email - 20th August 2020