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**Minutes of the Uppingham Homes CLT Board Meeting No 17
held at 3.30pm on Thursday January 21st 2021**

1. Roll Call

David Ainslie BEM (in the chair), Graham Allison, Margaret J Simpson BEM, Ron Simpson BEM, Geoff Thompson, Nick Townsend.

2. Apologies for Absence

Edward Baines; Mark Shaw (joined meeting after item 8)

3. Declarations of Interest

The registered business, council, charity, community and voluntary sector interests of board members were noted. With regard to partnership and contractor references in the RHP application to be approved in the meeting, the registered overlapping interests of board members who are decision makers in RCC, UTC, Uppingham First and the Uppingham Neighbourhood Forum were specifically acknowledged, as was the ownership of website host company ClockedIn by Mark Shaw.

4. Notes of Previous Meetings

Board Meeting No 15 held on Friday January 8th 2021(updated version) and Board Meeting No 16 held on Friday January 15th 2021 – It was moved by DA, seconded by NT and unanimously agreed that these be received.

5. Matters Arising

None

6. Planning Update

It was confirmed that the Badley Orchard Planning application now appeared on the planning portal. It was further noted that the application had been given an inaccurate title and that The Society's planning consultant was attempting to have this corrected.

7. Risk Register Presentation and Update

Finance Director GT led members of the Board through a detailed analysis of the draft corporate Risk Register he had prepared. Followed extensive discussion and risk scoring by board members to inform its update, it was agreed that the final document be formally approved and: -

- a) Appended to The Society's Risk Policy for inclusion in the RHPA pack
- b) Form the starting point of The Society's ongoing risk monitoring process.

8. Formal Approval of RHP Application

Secretary RS and Director MJS led board member through a final examination of the completed RHP Part 2 Application Form and the 31 supporting documents and policies to be attached. Following extensive debate in which the Chair noted the huge amount of work undertaken by board members and Mick McGrath of Locality through a long series of meetings and workshops, it was unanimously agreed that The Society:

- a) Formally approve the submission of the Part 2 application to the Regulator
- b) Formally approve and adopt the policies and documentation detailed below
- c) In the interest of transparency, post all of the approved policies on the Society's website at www.uppinghamhomes.uk

Schedule of Approved Documents and Policies

Document Title
Application Form
Attachment List
2020 Annual Accounts (March 2020)
UHCLT Rule Book
Registration Certificate
Membership Register (Public)
Board Code of Conduct
Conflict of Interest Policy
Conflict of Interest Registration Form
Board Terms of Reference
Risk Policy
Risk Register
Business Plan
Financial Model
5 Year Forecast
Financial Narrative/Stress Testing
Externally Facilitated Skills Audit
Externally Facilitated Governance Review
Board Diary
Financial Regulations
Procurement Policy
Example Quarterly Management Accounts - December 2020
Housing Allocations Policy
Shared Ownership Policy
Tenancy Standard Policy
Tenant Involvement and Empowerment Policy
Neighbourhood and Community Policy
Home Standard Policy
Consumer Standards Implementation Plan
Valuation Report 1
Valuation Report 2
Badley Orchard Planning Statement
CPRE Housing Needs Survey
Census Survey Data

9. Any Other Business

- a) It was noted that The Society and the Badley Orchard Project had featured extensively in the Rutland Times.
- b) It was moved by DA, seconded by GA, and unanimously agreed that absent directors be invited to confirm their support for the board decisions detailed in Item 8.

10. Date of Next Meeting - Friday January 29th at 2pm.

Ron Simpson BEM – Secretary - Uppingham Homes CLT - 23.1.2021

Please address all correspondence to the Secretary of the Uppingham Homes Community Land Trust at

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