

# Crystal Palace CLT Board minutes

**Date:** 5th February 2022

**Present:** Chris Axon(CA, Chair), Tom Chance (TC, Secretary), Janet Cooke (JC), Rob Shaw (RS, Project Committee Chair) for items 2, 7 and 9.

**Apologies:** Lola Barrett (LB), Vishal Shah (VS, Treasurer), Bernard Humphrey-Gaskin (BHG).

## 1. Welcome, apologies, declarations of interest

Agreed that the meeting was quorate.

No conflicts of interest were declared.

## 2. Minutes of last meeting, matters arising

TC has discussed the filing system with RS and Cheryl, our Project Manager. Once agreed, **TC** and **RS** will merge existing files into the chosen folder structure, and TC will reset sharing permissions and share folders with those who need them.

**JC** will pick up the key milestones document with BHG.

## 3. Finance report

VS was unable to produce a report and sent his apologies, but the Board noted that little has changed since the last meeting except concluding the grant agreement with the GLA. It was agreed that **CA** will talk to VS about the treasury role.

## 4. Organisational Development Working Group report

JC presented her paper.

It was agreed that the Board would establish a permanent committee to work on general governance and organisational development matters on behalf of the Board.

It was also agreed that time-limited working groups would be established for tasks including the development of our business plan and creating an allocations policy, and that we could promote these where appropriate to our members as opportunities to get involved with particular tasks.

## 5. Risk register

CA proposed revising the Board's risk register to summarise risks relating to each project, rather than incorporate each project's full risk register; and to focus equally on overall risks for the CLT such as board capacity. We noted that we had identified a number of CLT-level risks at the Board away day where we undertook a SWOT analysis. **CA** will discuss this with **LB**.

## 6. AGM & community engagement

TC noted that the AGM was not as well attended as we would have hoped, but the presentations and venue worked well and we had good engagement on our project at The Lawns and a general support for our approach. We agreed it was difficult to get engagement coming out of lockdown and after a long lull in the project and community engagement work.

We will hold a stall at the Transition Town market on 12th March to promote our housing survey, and look to hold further stalls in the local area later in the spring. Will Herbert is leading on organising this.

**CA** will send information to TC about a possible opportunity for some land behind The Alma. We agreed it may be an appropriate project for the CLT in line with our mission to steward land for the benefit of the community.

TC proposed we hold our next AGM on the evening of Thursday 20th October, before half-term (which starts two days later) and before the clocks change. To be checked with the rest of the Board.

## 7. Business plan update

JC noted that we have a draft business plan with most sections completed, but requiring sections on capital works and finance to be completed. TC suggested the Board should review and sign it off this spring/summer, and that it would also be useful to check the ambitions around future projects are realistic given our capacity.

**BHG** asked to lead on writing section 4 on the capital works for The Lawns project.

**CA** will speak to **VS** about writing section 6 on finance.

## 8. Local election pledges

The Board agreed that we would write to the candidates for the local council elections and for the Mayor of Croydon once all candidates are formally declared. We are seeking their pledge to support the CLT and, where applicable, our project at The Lawns, and sending them a briefing about our CLT and our projects.

We also agreed to write about this to the three local MPs for information.

## 9. The Lawns Project Committee report

The Board noted RS's report, and discussed the timetable which depends on the conclusion of negotiations with LB Croydon over the agreement to lease.

## 10. Agreement to Lease

JC updated the Board, our comments are with LB Croydon and we await their response.

JC to ask LB Croydon about a meeting to discuss allocations with JC and TC.

## 11. Future meeting dates

The next meeting will be 2nd April, 10:00-12:00. We agreed it would be preferable to meet in person, venue TBC.

Subsequent meetings will be 11th June, 6th August, 8th October and 3rd December. These were all Saturdays and meetings would continue to be held 10:00-12:00.

## 12. AOB

The Board confirmed that it had changed the registered address for the CLT.