

Annual General Meeting of Bradwell Community Land Trust (Bradwell CLT)

Dear Member,

This is to advise you of the upcoming 2023 annual general meeting of the members of Bradwell CLT.

If you do not wish to attend this meeting you will still be able to vote on any members' resolution, and elect new/existing directors to the board by completing a proxy form which will ensure that the secretary records your wishes.

The proxy form will be sent to you on the 9th of September and must be returned to the secretary or chair by Friday 16th September 2023.

The details of this meeting are as follows:

Date:	Thursday 21st Sept 2023
Time:	7.30 pm
Venue:	Bradwell War Memorial Hall

Enclosed are:

- the agenda for this meeting
- an application to become a Board Director (or download form [here](#))
- an audited financial statement
- Members Resolution form (or download form [here](#))
- Minutes of the 2022 AGM

At the meeting, members will have the opportunity to:

- find out and ask questions about Bradwell CLT's operations and finances
- speak about any items on the agenda
- vote on any resolutions proposed.

Whether you attend the meeting or exercise your proxy vote, members will be asked to vote to:

- accept the minutes of the last annual general meeting?

- accept the annual report
- accept the annual financial statements
- elect directors

Regards,

Andy Johnston
Acting Secretary Bradwell CLT
16th August 2023

AGENDA

1. Declarations of interest.
2. Acceptance of minutes of Annual General Meeting of 20th September 2023
3. Officers Report.
4. Approval of the accounts and financial report.
5. Members' resolutions (must be returned to the secretary before 6th September 2023).
6. Election of Directors
7. Approval of any alterations or additions to any standing orders;
8. AOB notified to secretary 14 days in advance of meeting (6th September 2023).
9. Close

PROSPECTIVE BOARD MEMBERSHIP APPLICATION FORM

If you wish to be considered for membership of the Board please complete the application form and submit to andyjohnston@outlook.com or return to Andrew Johnston Edge Cottage Edge Lane Bradwell. S33 9LG

In order for your application to be considered at the 2023 AGM this form must reach the acting secretary on, or before, 6th September 2023

Name

Home Address

Post Code

Telephone

Home

Mobile

Work

E-mail

Occupation



Which of the following skills or experience could you bring to the Board?

Human Resources
 Financial / Accounting
 Fund Raising
 Legal

Administration
 Marketing / P.R.
 Housing
 Understanding of CLT's

You can only can propose or second a director if you are a CLT member.

Proposer	Seconder
Name	Name
Signature	Signature
Address	Address
Postcode	Postcode

Please indicate why you want to become a Director of Bradwell CLT.
This statement may be posted on the CLT web site and used in communications to CLT members.

This section may be expanded as appropriate.

Applicant's declaration of eligibility:
 I declare that:

- I am over age 18.
- I am not an undischarged bankrupt.
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission.
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986.
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee or Director.
- I undertake to fulfil my responsibilities and duties as a Director of Bradwell CLT in good faith and in accordance with the law and within Bradwell CLT's objectives/mission and Code of Conduct for Directors.
- I do not have any financial interests in conflict with those of Bradwell CLT (either in person or through family or business connections) except those that I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where Directors are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

Expectations of a Bradwell CLT Director:

Directors will be expected to attend most meetings.

Directors should contribute to the governance of Bradwell CLT.

Directors should act in the best interest of Bradwell CLT.

Directors will be expected to help with all the activities of Bradwell CLT.

Signature

Date

Bradwell Community Land Trust

Balance Sheet

31 March 2023

	31-Mar-23	31-Mar-22
	£	£
Assets		
Tangible Fixed Assets	1,500,000	-
Current Assets		
Cash in Hand	3	3
Cash at Bank	53,490	21,607
Prepayments	-	28
Accrued Income	8,187	7,657

Total	61,679	29,295
LIABILITIES		
Accruals	720	360
Deferred Income	-	1,872
Taxation	9,936	3,823
Total	10,656	6,055
NET CURRENT ASSETS	51,023	23,240
TOTAL ASSETS LESS CURRENT LIABILITIES	1,551,023	23,240
RESERVES		
Member Shares	295	295
Reserves		
Revaluation Reserve	1,500,000	-
Operating Surplus	50,728	22,945
Total	1,550,728	22,945
RESERVES TOTAL	1,551,023	23,240

For the year ended 31 March 2023 the members have not required the company to obtain an audit and an independent verification by a qualified accountant has been obtained.

The board of directors acknowledge their responsibilities for ensuring the society keeps accounting records which give a true and fair view of the state of affairs of the society as at the end of the financial year and of its incoming resources and application of resources for the financial year.

Approved by the board of directors on And signed on their behalf by

Andy Nash
Chair

Peter Higgs
Secretary

Jaak Ojari
Treasurer

BRADWELL COMMUNITY LAND TRUST MEMBERS RESOLUTION

Bradwell Community Land Trust, Rule 28.3 empowers members to submit a resolution to be discussed at an annual general meeting.

If you wish to submit such a resolution, please complete this form fully and submit to andyjohnston@outlook.com or return to Andrew Johnston Edge Cottage Edge Lane Bradwell. S33 9LG

I, the undersigned,

_____ (Print name) of

(address)

being a Member of the Bradwell Community Land Trust wish the following proposal to be presented to the membership at the annual general meeting.

Members Resolution:

This resolution is seconded by:

Signature.....Print Name.....

Date.....

I confirm that I am a member of the Bradwell Community Land Trust.

**Bradwell Community Land Trust
Minutes of Annual General Meeting 7.30pm, 20 September 2022**

Apologies for absence

There were apologies from Paul Downing, Peter Higgs and Jaak Ojari

The meeting was quorate including proxies.

Declarations of interest

There were no declarations of interest

Minutes of the last AGM

The minutes of the 2021 AGM were approved. Proposed Tim Sheppard, seconded Les Waining, carried unanimously. There were no matters arising.

Chair's report

The Chair reminded the meeting that it was agreed at the last AGM to increase the maximum size of the board to 12. Since then Ruaridh Stewart had been co-opted to the board and would be standing for election at this meeting. One further place remains to be filled, and the Chair invited proposals. The tenants of the six Bradwell Springs houses completed last year are happy with their accommodation despite some ongoing snagging issues which the CLT is taking in hand. There has been a delay in the completion of the remaining six houses because of the need to build a bridge over the brook at Softwater Lane, but we expect these to be complete in December or early New Year. The District Council has completed a Housing Needs Survey which shows that 13 local individuals or

families will need affordable accommodation in the foreseeable future. In order to progress our response to this the CLT is planning a public meeting in November to start to investigate possible sites and gain support from the village.

This year the CLT made a profit from the Carnival Day bar and broke even on Comedy Night. Open Gardens has been taken over by Jane Dalrymple on behalf of St Barnabas Church.

In response to a question the Chair informed the AGM that affordable accommodation at Newburgh Hall is not economically viable, and a planning application has been made to convert the building to open-market housing.

Treasurer's report

The Treasurer's report showed a balance of £23240 and was accepted by the meeting. Proposed Tim Sheppard, seconded Chris Furness, carried unanimously.

Members' resolutions

There were no member's resolutions.

Election of directors

Ruaridh Stewart introduced himself to the meeting, after which he was elected. Paul Downing, Chris Furness and Andy Nash were re-elected. Proposed Neil Roberts, seconded Tim Sheppard, carried unanimously.

There being no members' resolutions or AOB, the meeting closed at 7.55.