

Crystal Palace CLT Board minutes

Date: 17th February 2020

Present: Chris Axon (Chair), Tom Chance (Secretary), Janet Cooke, Bernard Humphrey-Gaskin, Rob Shaw (Project Board Chair).

Apologies: None

1. Co-options

RS proposed to co-opt Janet Cooke, BHG seconded. Board agreed.

Agreed we would undertake a skills audit and look to co-opt more members as needed to fill gaps, and with an eye to our equality and diversity policy.

2. Governance policies

TC presented the list of draft policies. Agreed all Directors will review them, send comments to TC, and TC will circulate a second draft and an issues paper to be discussed and agreed at the next Board meeting which would be an 'awayday'.

Agreed to continue operating through the Project Board (including decisions about finance) until that meeting, so long as Project Board meetings have a quorum of the CLT Board (i.e. 3 Directors) and that the majority of Directors present are in agreement with substantive decisions..

Agreed Project Board Terms of Reference should provide that a PB member is a 'sponsor' for any contractors appointed for significant/ongoing work, responsible for ensuring their delivery, with a second PB member as a backup/support. Likely to include the Project Co-ordinator, Development Manager, architects, community engagement. Other appointments will be managed through one of those.

We discussed the relationship with Brick by Brick, and agreed that the contract would need to reflect the relationship – that CPCLT is the client, and we will appoint Brick by Brick to provide professional services.

3. Budget for the CLT

Agreed to take out insurance for CLT directors and for public liability.

The CLT currently has £220 in general funds. We agreed to aim to raise £1,000 per year to cover core CLT costs.

4. Budget for The Lawns project

RS presented current draft budget – total of £1.3m on the basis of the 4 home scheme included in our bid, of which approximately £200,000 is costs up to securing planning permission. This includes all technical, legal and project costs.

We agreed that the Project Board (with a quorum of Directors) will sign off the budget up to RIBA Stage 1. The Directors will then reconsider the budget including costs to planning and the total development cost on the basis of an agreed concept.

5. Membership

TC noted that the CLT currently has 59 members.

About half the members have completed the anonymous equality and diversity monitoring form. These returns indicate that the membership is:

- 47% female, 53% male.
- 53% White British, 18% Mixed Heritage, 12% Other, 6% Black African, 6% Pakistani, 6% White Irish.
- Mostly medium-to-high income.

Agreed we should advertise events such as market stalls to members and invite them to join in.

Agreed we would ask new members to indicate relevant skills, and to advertise option of co-option to the Board in a future newsletter in order to address skills gaps (to be identified).

6. Logo

TC presented the current logo, and candidate designs from a local designer Helen Desai. The Board agreed on feedback to Helen (that we liked some of the general concepts and would like a stronger representation of Crystal Palace and the community). Agreed we will shortlist two after some further design work and put to a vote of the membership.

7. Risk register

We discussed two live and significant risks – that the Board (B3) is not representative and potentially overly reliant on key personnel (B5). We agreed to aim to co-opt more members to address these.

8. AOB

TC will circulate a poll for meetings in April, July, September (AGM) and December.