# Campton United Charities

## Meeting of Trustees

## Minutes – Held at All Saints' Church (Oakley Room)

Monday 2nd June 2025 4.30pm

1. **Apologies for absence**
    a. Apologies later received from Simon Lamb (email). Those attending were trustees David Baker, Charles Ash, Christopher Strong, Deborah Maggs & Joe Longson.

2. **Minutes of last meeting**
    a. The minutes of the last meeting dated 06/01/25 were agreed as being a true representation of the meeting and were signed by the Chair of Trustees.
    b. The minutes will be posted on the charity page of the Parish Council website. **ACTION D Baker**

3. **Matters Arising**
    a. ACTION – D Baker to start work on the draft 2024 year-end reports for agreement at this meeting. COMPLETED.
    b. ACTION ONGOING – C Ash to pass D Baker copies of recent bank & CCLA statements. COMPLETED
    c. ACTION – D Baker & C Ash to write and send the 2024 disbursement cheque to the agreed recipient, The Need Project. COMPLETED.
    d. ACTION – C Ash to follow up with our solicitor re: the progress with the first registration submission to HM Land Registry re: Poor's Land. ITEM ON AGENDA.
    e. ACTION C Strong to follow up with the Land Agency that attended the 06/01/25 meeting requesting further information re: estimate of promoter commission costs. This agency was also informed that trustees have completed a submission to the "Call for Sites" process. COMPLETED & ON AGENDA.
    f. ACTION D Baker to email the Charity Commission re: any report or information the Commission may require re: any future land sale? Also, determine if costs to the charity would be VAT exempt or reclaimable? NOT COMPLETED. This action was discussed further and CARRIED FORWARD.

g. ACTION D Maggs & D Baker to complete an online submission for the Central Bedfordshire Council (CBC) new Local Plan “Call for Sites”. COMPLETED & ON AGENDA
h. ACTION D Baker to email the initial Land Agency that trustees approached to thank them for their continued interest in presenting options to trustees re: potential future development of Poor’s Land. Also, to let the agency know of the trustees’ “Call for Sites” submission and that trustees continue to explore all options currently. COMPLETED.

**4. Trustees – Review & Confirm Roles & Responsibilities**

a. For information D Baker informed other trustees that he is no longer a Parish Councillor and will no longer have a liaison role at the Parish Council (two trustees do remain as Parish Councillors). He is happy to continue as a charity trustee but wished to ensure that this was recorded in the minutes of the meeting. Other trustees are happy for D Baker to continue as a charity trustee.
b. Trustee roles and responsibilities were reviewed. Currently C Ash is Chair of Trustees and D Baker Secretary. These roles and responsibilities were confirmed for the next 12 months, with a further review annually going forward. **ACTION D Baker to add the review to future agendas on an annual basis.**
c. Further discussion focused on whether the charity should list the names of trustees on the charity webpage, or possibly post a link to the charity’s information page on the Charity Commission website? In the interest of transparency, a link to the charity’s page on the Charity Commission website will be posted. **ACTION D Baker.**
d. Trustees reviewed the bank mandate. Currently, C Ash, D Baker & J Longson are on the bank mandate. No changes to the mandate were considered necessary. Only C Ash currently has internet access to the bank account. D Baker suggested that he would also like internet access, as this would benefit future online management of transactions and annual reporting. All agreed. **ACTION D Baker to request internet access to the bank account.** J Longson does not wish to have internet access to the bank account.

5. **2024 Annual Report & Accounts**
    a. Draft reports had been prepared and distributed to trustees by D Baker in advance of the meeting.
    b. Trustees had no questions re: the draft reports and agreed that they were ready for signatures (chair & secretary) and upload to the Charity Commission website.
    c. **ACTION D Baker to upload the agreed 2024 reports to the Charity Commission website**.
    d. Whilst considering reporting trustees discussed the likely requirement of independent review/audit of annual accounts should the charity be able to pursue a sale of Poor's Land. Local options for independent review were briefly discussed though no specific actions were considered necessary at this time.

6. **"Poor's Land" – Registration with HM Land Registry**
    a. It has been sometime since trustees have received any update on progress of the first registration application.
    b. Whilst it is understood that HM Land Registry is currently taking many months (if not longer) to progress applications it is important to understand what progress has been made.
    c. **ACTION C Ash to contact or visit our solicitor's office (Healds LLP) to chase progress and report back to trustees.**

7. **"Poor's Land" - Discussion**
    a. D Baker updated trustees on the CBC new Local Plan "Call for Sites" submission.
    b. The charity's submission was made on 15/01/25 and was allocated a submission reference of "a16de8". Our submission was for residential housing use.
    c. In mid-May 2025 CBC issued a brief public update on their Local Plan website indicating that some 626 submissions had been received of which 173 had been discounted for residential housing use.
    d. The remaining sites (of which Poor's Land is one) will now be reviewed by the Local Plan team against a range of criteria for suitability to go forward to the first draft of the new Local Plan.
    e. Poor's Land is now referenced as site ID 136428
    f. C Ash confirmed that our tenant had, as a courtesy, been informed that trustees were pursuing a "Call for Sites" submission.

g. Our understanding is that trustees are unlikely to receive any further feedback from CBC until late 2025 or early 2026 when CBC publish the first draft of the new Local Plan for public consultation.
h. D Baker had distributed a tabulated summary of information re: proposed approach and estimated commission costs received so far from interested land agents. The idea of the table was to aid discussion at the meeting.
i. One of the more significant commission costs could be that of engaging a site promoter (approx. 20% of sale price). Trustees consider that the site, should it be designated for residential development in the next CBC Local Plan, will effectively promote itself given its position, services etc.
j. An possible and alternative option was raised by C Strong regarding an approach proposed by a local construction company that may reduce the level of commission costs and in so doing increase the potential to benefit the community.
k. All agreed that a representative should be invited to our Autumn meeting to present their proposals. This would be a "no obligation" presentation and offer an opportunity for trustees to ask questions.
l. **ACTION C Strong to update a representative of the local construction company.**
m. The funding models proposed by interested parties are important given the lack of funds available for the charity to fund any planning activities.
n. There was a discussion regarding the strong feeling of responsibility trustees have regarding continuing to meet the historical aims of the charity whilst improving benefit from the land asset. Transparency of decision making will be key throughout any agreement with other parties re: a slae of the asset.
o. Trustees carried out a review of the tenancy agreement. It was agreed to keep terms the same given ensuring continued regular use and maintenance carried out by the tenant. The next rent instalment will be due September 2025.

**8. Correspondence**

a. No correspondence other than that discussed under agenda items

**9. AOB**

a. None

**Minutes signed by Chairman or Secretary of Trustees** **Date**