Chanctonbury Community Land Trust Ltd Annual General Meeting

Minutes of Meeting held 20:00 on 26th September 2025
Held at the Society's Registered Office, Thakeham Village Hall, RH20 3GW

Members in Attendance

- Caroline Instance
- John Instance
- Samantha Bates
- Nese King
- Richard King
- John Loney
- Matthew Payne
- Keith Abbott

Apologies were received from the following Members:

- Peter Corrigan
- Barbara Laker
- Barry Laker

Also in attendance was a guest representing Chanctonbury Community Land Trust's partnership organisation, Action in Rural Sussex (AiRS)

CCLT_260925/01 Chairman's Annual Report

Caroline Instance presented details of the Society's activities since inception in 2023, with a focus upon activities during the Society year ending 31st March and an outline of progress made in the current year.

It was agreed that following the AGM the Secretary would circulate the Chairman's presentation to all Members and post it on the Society's website.

CCLT_260925/02 Financial Report and Accounts for the Year Ending 31st March 2025

John Instance presented the first formal accounts for the Society, since incorporation at the end of August 2024. As several expenses were incurred during 2023 and prior to the date of incorporation in 2024, the Treasurer's Report included those expenses too, as they comprise a portion of the debts owed to the Chairman who has provided a series of loans to fund the initial activities of the Society.

It was agreed that following the AGM the Secretary would circulate the Annual Financial Report to all Members and post it on the Society's website.

CCLT_260925/03 Election of Directors

In accordance with the Rules of the Society, six Members stood for election to be formally approved by Members to sit on the Society's Board of Directors. As a total of eight Members were in attendance, equating to thirty-three percent of the current Membership, the Meeting was quorate and the Election of Directors proceeded.

The following Members were elected to become Directors to serve for a period of three years, before becoming eligible to stand for re-election at the 2028 AGM.

- Caroline Instance – Chairman
- John Instance – Treasurer
- Peter Corrigan
- Richard King
- John Loney
- Matthew Payne
- Keith Abbott – Secretary

It was agreed that following the AGM the Secretary would circulate the details of the Election of Directors to Members and post it on the Society's website, along with the mini biographies of all Members who stood for Election.

CCLT_260925/04 Appointment of Lay Auditors

In accordance with the Rules of the Society the Treasurer asked if any Members who were not elected to become a Director was prepared to perform the duties of a Lay Auditor to review the Annual Report and Accounts. The Society expressed its gratitude to Samantha Bates and Nese King who volunteered to act as Lay Auditors.

During the current year the Treasurer will seek to formalise the appointment of Lay Auditors.

CCLT_260925/05 Any Other Business

There being no Other Business the Chairman formally closed the Meeting at 20:55

Next Annual General Meeting

20:00 Friday 25th September 2026. Thakeham Village Hall, RH20 3GW.