

2051



MF Outreach  
MF Outreach

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[REDACTED]

19

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Minutes of a Meeting of the Board of Directors of**

**THE REGENERATION COMMUNITY TRUST**

**held at The Community Enterprise & Resource Centre  
Northwell Drive, Luton at 2.00 pm on Friday, 24 October 2003**

Present:

[REDACTED]

In attendance :

[REDACTED]

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**6.9 APPLICATION FOR LICENCE OF THE CUBE**

The Secretary reported on the discussion at the joint MFCDT / Regen Trust meeting. He said that a full application for space is in process but, pending the outcome of the application, MF Outreach has asked that a licence of The Cube be issued in order to continue the activities which had taken place at The Cube during the school summer holidays. He said that the request was for rent-free use and that Keith Harding of Government Office had indicated that he would be receptive to a formal request from Regen Trust regarding free use on this occasion. At the joint meeting there had been discussion regarding risks in relation to the activities, and concerns over security and other issues which had arisen from the previous use. It had been agreed at the joint meeting to recommend to the Board of Regen Trust that the proposed rent-free use might proceed subject to a group being appointed to review in advance arrangements for managing risks, and to continue to monitor risk management during any period of use. There had been agreement at the joint meeting that the group should consist of [REDACTED]

[REDACTED] commented that any risk management arrangements for the proposed use should continue to be applied in any longer term occupation. [REDACTED] expressed concern over the proposed use since she said that there had been problems during the summer holiday use regarding security and health & safety, and that these issues must be put right. [REDACTED] agreed that the past problems

should be addressed. He was concerned generally that any project might fail to address risk management requirements.

██████████ said that the appraisal process following applications for space specifically addresses the capacity of the Project to address these issues.

██████████ said that she was particularly concerned about the welfare and safety of children. ██████████ said that she shared this concern and this was part of her purpose in offering to join the proposed group to consider risk management.

Following further discussion the Board agreed as follows :

- A. The Secretary should contact ██████████ at Government Office in order to obtain approval of a rent-free three month licence being agreed for the proposed use of The Cube.
- B. A group should meet to consider risk management in the proposed use, and the group should consist of the people nominated by the joint meeting, together with ██████████. It was agreed that the group should meet on 4 November 2003.
- C. Following the meeting of the group as in B, John Driver should report to 3 directors of Regen Trust in order to obtain approval before NPS issues the licence to occupy The Cube.

.....  
**CHAIR**

**Minutes of a Meeting of the Board of Directors of**

**THE REGENERATION COMMUNITY TRUST**

**held at The Coulters Building, Northwell Drive, Luton  
at 10.30 am on Thursday, 3 April 2003**

**Present:**

[REDACTED]

**In attendance:**

[REDACTED]

[REDACTED]

(MFCDT)  
(MFCDT)

[Items 7-13]  
[Items 7-13]

~~~~~  
**1. ATTENDANCE / APOLOGIES**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6. MEETING WITH REPRESENTATIVES OF MFCDT

The Board considered and approved the Agenda for the joint liaison meeting to be held at 2.00pm on the same day as this Meeting. [REDACTED] said that he would not be able to attend due to another engagement, and it was agreed that [REDACTED] and the Secretary would represent the Company.

[REDACTED]

7. PROPERTY MANAGEMENT

7.1 Report from Norfolk Property Services

A written report was tabled by [REDACTED]. In relation to the following points as itemised in the Minutes of the Meeting held on 28 February 2003, [REDACTED] confirmed the position as follows :

- A. Proposed Management Policy : this was to be considered under Item 7.2
- B. Proposed Lettings Policy : this was to be considered under Item 7.3
- C. Risk Assessments : [REDACTED] said that in addition to the risk assessment which had been carried out. It was agreed that all Members of the Board should receive a copy of this [REDACTED] said that in addition to the risk assessments covered by the report, a water hygiene survey and a hard wire test will be carried out during April.
- D. Recommendations of Norfolk Property Services regarding current property management arrangements [REDACTED] said that these were contained in his tabled report.
- E. Job Description for proposed Site Manager : [REDACTED] said that this was in preparation.
- F. Policy on rents : to be considered under Item 7.3
- G. Proposed basis for delegation of authority to Norfolk Property Services : to be considered under Item 7.5

Glenn Jenkins asked about "disability access". [REDACTED] said that this was referred to in the risk assessment report. He asked the Board to decide whether "disability access" should be provided to the first floor of the building (which he said was not a requirement under the Disability Discrimination Act) : he said while the goods lift could be converted to a passenger lift, this could not be used for emergency exit which would therefore require further works, for which he was obtaining quotations.

The Secretary said that Funding Condition (viii) required consultation between this Company and MFCDT to develop criteria for use of the building in the period after its acquisition and until the submission of the Business Plan. It was agreed that this consultation should proceed, but it was also agreed that it was likely that this would result in "disability access" being required to the first floor. [REDACTED] stressed the importance of making the building fully usable for all potential users. He asked that a visual picture should be provided to show how the building can be developed in terms of best practice in accessibility, and that a plan and timetable for implementation should be provided. This proposal was agreed.

[REDACTED] said that Barnfield College and the Disability Resource Centre had agreed with MFCDT to provide free advice on disability access. This was welcomed and it was agreed that Norfolk Property Services and MFCDT should liaise closely in taking this forward.

In relation to property management generally [REDACTED] said that there had been some initial problems in establishing responsibilities and some duplication between NRS and MFCDT. It was agreed that John Driver should attend meetings of the "Client Team" to try to ensure best liaison. Martin Strube said that minutes were not usually taken of Client Team Meetings, but for the purposes of liaison it was agreed that a written record should be kept of action points (including responsibility and timescale). Lorraine Butler stressed the importance of clarity of purpose which should relate to the position in MFCDT's proposed lease, and also clarity of process in liaison through the Client Team.

[REDACTED] raised the issue of aerials placed in parts of the building as referred to in the Minutes of the last Meeting. He said that he had asked MFCDT to confirm the basis on which telecommunications equipment and aerials had been installed in two first floor rooms. The Secretary referred to Funding Condition (viii) which required that occupation of any part of Coulters must only be via appropriate agreement, and he said "occupation" included installation of equipment. [REDACTED] asked why this had not come to light in the due diligence process in the acquisition. The Secretary said that enquiries and warranties had covered the issue, but that the position had not been disclosed by the Sellers. He said that a warranty claim could be made but would only be successful if "the Company suffered loss, for example "if the occupiers" claim security of tenure and vacant possession cannot be recovered. Glenn Jenkins said that following verbal consent of the previous owners, installation of the equipment and aerials had been carried out under an agreement between Marsh Farm Outreach Limited and Sole 8 Base Limited, the Agreement being prepared by Anthony Collins Solicitors. On this issue, the Board decided that :

- (a) Continuing "occupation" through the presence of equipment and aerials should be confirmed in a Licence Agreement granted by Latimer Land (Northwell) Limited. Advice should be taken on whether the Licence should be with MFCDT, Marsh Farm Outreach Limited, or Sole 8 Base Limited. Lorraine Butler said that if both MFCDT and Marsh Farm Outreach Limited were involved, Anthony Collins could only represent one of them.

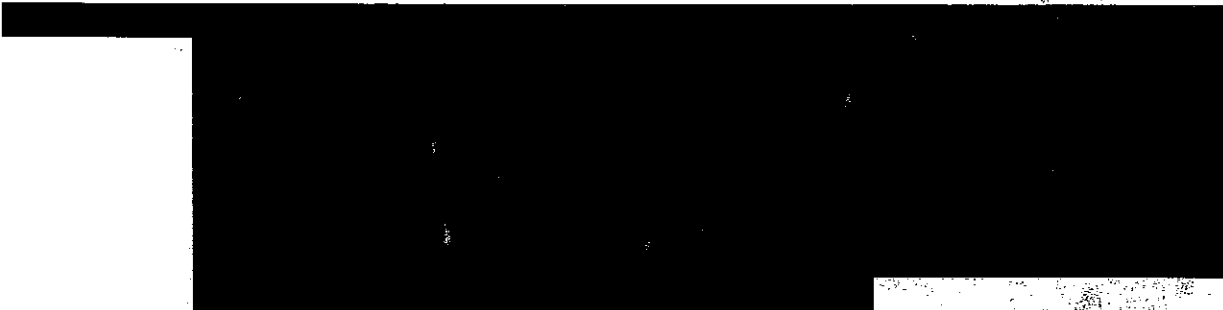


- (b) If Marsh Farm Outreach Limited seeks space in the building it should formally approach Norfolk Property Services which should then recommend an appropriate arrangement.

## 7.2 Management Policy



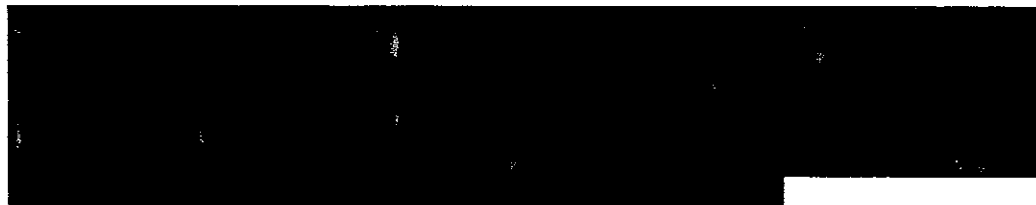
## 7.3 Lettings Policy



## 7.4 Tenancy of MFCDT



## 7.5 Delegation of Authority to Norfolk Property Services.



[REDACTED]

8. FINANCE

[REDACTED]

9. APPONTMENT OF AUDITOR AND ACCOUNTANT

[REDACTED]

10. CONDITIONS OF FUNDING

[REDACTED]

11. CHARITY REGISTRATION

[REDACTED]

12. ANY OTHER BUSINESS

Glenn Jenkins proposed that the name of Latimer Land (Northwell) Limited should be changed. This was agreed and the Secretary was asked to include this as an item on the agenda for the next Meeting of the Board.

13. DATE OF NEXT MEETING

Monday 19 May 2003 at 10.00 am at the Coulters Building.

.....  
CHAIR

**From:** [REDACTED]  
**Sent:** 05 November 2003 15:21  
**To:** [REDACTED]  
**Subject:** The Regeneration Community Trust - Herewith Minutes and Action List : Board Meeting 24.10.03  
**Attachments:** Regen-Directors24-10-03.doc; Actionlist6.doc

[REDACTED] X

UK

Tel : [REDACTED]  
Fax : +44 [REDACTED]

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A list of the names of the Partners of this firm is open to inspection at the above address.

Griffith Smith is regulated by the Law Society.

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OFFICE OF THE SECRETARY OF THE ARMY  
WASHINGTON, D. C. 20315

TO THE SECRETARY OF THE ARMY  
FROM THE SECRETARY OF THE ARMY  
SUBJECT: [REDACTED]

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- [Heading 1]
  - []

## THE REGENERATION COMMUNITY TRUST

### AGENDA

for the Meeting of the Board of Directors to be held at The  
CERC, The Moakes, Luton at 2.00pm on Friday 3 December 2004

*(preceded by a Joint Meeting with representatives of MFCDT*

*at 11.00am - see separate Agenda)*

\* \* \*

1. Chair of Meeting / Attendance / Apologies
2. Approval of Minutes of the Meeting held on 30 July 2004 \*\*
3. Matters arising from Minutes not otherwise on this Agenda
4. The Board :
  1. Representation of MFCDT at Regen Trust Board meetings
  2. Process for accountability of Regen Trust to MFCDT
  3. Appointment of new Resident Director
- 4.4 Appointment of new 'Statutory and other Agency Director' - Michael Haruna
  4. Training for Directors
  5. Administrative support
  6. Policy and Procedure on conflict of interest
5. Arrangements for Property Management :
  - 5.1 Contract Specification
  - 5.2 Proposed monitoring role for MFCDT and establishment of  
CERC Committee \*\*
  - 5.3 Appointment of Regen Trust representative on CERC Committee
  - 5.4 'Exit Strategy' \*\*
6. Property Management Activity
  - 6.1 Report from NPS (to include use of The Cube) \*\*
  - 6.2 MFCDT's Lease
  - 6.3 Draft House Rules \*\*
7. Finance
  - 7.1 Finance Report \*\*
  - 7.2 Auditors
  - 7.3 Griffith Smith legal costs \*\*
8. Charity Registration
9. Any other business
10. Date of next meeting \*\*

\*\* Documents as shown in the attached list.

## THE REGENERATION COMMUNITY TRUST

### DOCUMENTS

for the Meeting of the Board of Directors to be held on Friday 3 December 2004

#### ITEM DOCUMENT

2. Minutes of last Meeting (as previously circulated)
- 4.4 Profile of Michael Haruna
- 5.2 (1) Paper on Future Management Arrangements for the CERC Building
- (2) Terms of Reference of the CERC Committee

5.4 Paper : 'Exit Strategy'

6.1 Report from NPS

6.3 Draft House Rules

7.1 Finance Report

7.3 Griffith Smith Invoice

10. Schedule of Future Meetings

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## THE REGENERATION COMMUNITY TRUST

### AGENDA

for the Meeting of the Board of Directors to be held at the  
CERC, Northwell Drive, Luton at 2.30pm on Friday 10 September 2004

*(preceded by a Joint Meeting with representatives of MFCDT at 12.00 noon)*

\* \* \*

1. Chair of Meeting / Attendance / Apologies
2. Approval of Minutes of the Meeting held on 30 July 2004 \*\*
3. Matters arising from Minutes not otherwise on this Agenda
4. The Board :
  - 4.1 Representation of MFCDT at Regen Trust Board meetings
  - 4.2 Process for accountability of Regen Trust to MFCDT
  - 4.3 Appointment of new Resident Director
  - 4.4 Appointment of new 'Statutory and other Agency Director' - [REDACTED]
  - 4.5 Training for Directors
  - 4.6 Administrative support
  - 4.7 Policy and Procedure on conflict of interest
5. Property Management : new contract specification
6. Report from joint MFCDT / Regen Trust Meeting
7. Property Management
  - 7.1 Matters arising from Meeting held on 30 July 2004  
Report on use of The Cube during school holidays
  - 7.2 Report from NPS \*\*
  - 7.3 Draft House Rules
  - 7.4 Applications for Leases / Licences
8. Finance Report \*\*
9. Charity Registration
10. Any other business
11. Date of next meeting \*\*

**\*\* Documents as shown in the attached list.**

## THE REGENERATION COMMUNITY TRUST

### DOCUMENTS

for the Meeting of the Board of Directors to be held on Friday 10 September 2004

| ITEM | DOCUMENT |
|------|----------|
|------|----------|

|    |                                                    |
|----|----------------------------------------------------|
| 2. | Minutes of last Meeting (as previously circulated) |
|----|----------------------------------------------------|

|     |                           |
|-----|---------------------------|
| 4.4 | Profile of Michael Haruna |
|-----|---------------------------|

|     |                 |
|-----|-----------------|
| 7.2 | Report from NPS |
|-----|-----------------|

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|----|----------------|
| 8. | Finance Report |
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|-----|-----------------------------|
| 12. | Schedule of Future Meetings |
|-----|-----------------------------|

***[Please note that this is an amended Schedule ]***



# **HOUSE RULES**

**for the**

## **CERC Building.**

1. The CERC building's usual opening hours for tenants shall be 8.00am to 8.00pm with public access from 9.00am Monday to Friday excluding Bank Holidays. The site perimeter will usually be secured outside of these hours.
2. Access to the site/building outside the hours mentioned above shall be at the discretion of the Landlord.
3. Visitors to the building shall be met in reception by their hosts.
4. A Building Supervisor is available during normal working hours (8.30am to 4.30pm) to deal with any problems or lack of service and to whom all defects should be reported.
5. The building has 24hr manned security together with CCTV coverage of the perimeter of the building.
6. Animals (except guide dogs) and pets are not permitted on site.
7. Smoking is not permitted in the common areas of the building.
8. Alcohol consumption is not permitted in the common areas of the building.
9. Access shall only be permitted through the main reception area, and all visitors shall sign in and out.
10. No-one under the age of 16years shall be permitted in the common areas without adult supervision.
11. All tenants shall be responsible for the behaviour and conduct of their staff and visitors at all times whilst in the building.
12. Tenants shall be responsible for the security of their own demise.
13. Tenants shall be responsible for the repair and maintenance of their own demise.
14. Tenants shall be responsible for the insurance of their own property, fixtures and fittings together with third party liability for their staff and visitors.
15. The Landlord reserves the right to refuse entry to any person at any time.
16. The storage of materials in the common areas is not permitted.
17. The Landlord shall provide heating, lighting, ventilation and cleaning within the common areas.
18. The Landlord shall clean and maintain the landscaping within the site.
19. Parking is only permitted within the dedicated car parking areas. Tenants should not allow their staff or visitors to park indiscriminately on the site.
20. Overnight parking is not permitted.
21. Loading bay access to the main warehouse is available by prior notice to the Building Supervisor.
22. Tenant signage is not permitted on the exterior of the building.
23. Internal signage shall be in keeping with that format approved by the Landlord.
24. The tenant will have the right to place their name on the tenant location board in Reception.

March 2004

9) Non-continuous lettings (at whatever rent) : the licence will be terminable on 4 weeks notice to ensure availability for continuous use if required (but so that alternative space would be found for the non-continuous occupier if possible). “

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