

Minutes of Meeting – Commissioners Meeting

PRESENT: Mr J Guest (JBG), Mrs A Moray-Parker (AMP), Mr H Grierson (HG), Mrs E Roberts (ER), Mr G Buckingham (GB), Mr A Mackenzie-Smith (AMS)

Clerks to the Commission:
Charles Arden (CA), Amy Campbell (AC)

DATE OF MEETING: 02/11/2023

VENUE: Abercairny Stables, Abercairny Estate

Item	Notes	Action by
1	Apologies <ul style="list-style-type: none"> - Noted and received from Mr K Emptage and Mr J England in advance. 	
2	Minutes from last meeting <ul style="list-style-type: none"> - Circulated prior to the meeting and shared on the website. 	
3	Matters Arising from Minutes <ul style="list-style-type: none"> - The meeting agreed to accept the minutes. 	
4	Savills Clerking Role	
4.1	Terms of Business Review <ul style="list-style-type: none"> - Savills fee proposal was circulated in advance of the meeting. 	
4.2	Savills Future Involvement <ul style="list-style-type: none"> - Savills proposed a fee increase to take the annual charge up to £12,000. This has been brought about as undertaking the Pow Clerking role leads to a loss for the business every year and has done since 2019 (introduction of the new act). - The following concerns were raised by the Commissioners: <ul style="list-style-type: none"> o The job has not been completed to the expected standard making the increase unjustifiable. o This is the fourth year, yet the correct system has not been put in place to adequately handle the work. o Does managing the POW no longer fit within the Savills brand and remit for land management? <ul style="list-style-type: none"> ▪ CA clarified that the work type could be undertaken by Savills, however the fee structure does not match the staffing structure within Savills. o The workload is more suited to an administrator/clerical role, rather than a land agent – it was expected that Savills would have the resource to put this in place. <ul style="list-style-type: none"> ▪ CA clarified the way Savills Management is set up, there are limited numbers of administrative staff to cover the work undertaken by Land Agents. Leading to Fee Earners having to prioritise administrative burden across the team. o The process should be mechanical therefore should not be time consuming, is it a system failure that is leading to increased man hours? <ul style="list-style-type: none"> ▪ It was agreed that the process should be mechanical, however undertaking the serving of assessments, debtor letters, sharing draft and confirmed budgets is time consuming, although simple. 	Savills

