

## EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON THURSDAY 4 DECEMBER 2014 AT 10.00AM

Present: Di Boston (DB), Aylwyn Bowen (AB), Robyn Connett (RC), Paul Layton (PL)

1 **Apologies:** none.

2 **Minutes of the Board meeting held 13 October 2014**

Approved.

3 **Governance Issues**

(a) Indemnity Insurance: confirmation of Ecclesiastical Insurance policy (02/CHA/72022734); payment of premium to Colin Hardy & Co Ltd (£294.84, invoice 38147) authorised.

(b) Banking arrangements: Co-operative Bank Directplus account (089299 65741935) established on 28 October; agreed to apply for online banking facility.

(c) Charitable Exempt Status: PL reported that the application was now with HMRC.

4 **Membership Offer and Recruitment**

(a) Applications: Directors considered and gave formal approval to the 45 applications received (Roll numbers 1 to 45); 660 ordinary shares sold; payment to Stormpress (£694.20, invoice 147689/147691) for printing authorised.

(b) Review of opening offer: Phase 1 – delivery – now completed; Phase 2 – more targeted follow up to include local centres, organisations, clubs and businesses as well as further emails to all Forum contacts.

(c) Communication with members: RC agreed to assist PL with email arrangements; it was noted that SGM notification would need to be sent to members by email no later than 18 December (17 December for ordinary mail).

(d) Share certificates: AB undertook to ascertain printing costs, initial run of 100; DB investigating the purchase of a seal from a local company; Directors resolved that share certificates would be available for collection by members at the SGM on 16 January 2015.

5 **Financial Report**

Since the establishment of the bank account:

	<u>Credit</u>	<u>Debit</u>	<u>Balance</u>
19/11/14	£800.00		DCC Locality grant
28/11/14	£420.00		Shares (Roll 1 – 30)
			£1220.00

Balance less outstanding invoices (£989.04) = £230.96.

- 6     **Relationship with Exeter St James Forum**  
No further developments anticipated before the next ESJ Forum SG meeting in January.
  
- 7     **Queen's Crescent Garden**  
RC explained that the current round of HCA funding, a potential source of the £10-£15k required for initial planning application, was now closed. Further rounds of funding were expected.
  
- 8     **St James Allotments**  
DB reported on recent meetings with Network Rail. Directors would require assurance that the proposal to take on a lease from NR would not conflict with the Society's objects.
  
- 9     **Date of Meetings**  
It was resolved that Board meetings would be held at 10.00am on 15 December and 9 January prior to the SGM on 16 January 2015.
  
- 10    **AOB:** none.

The meeting closed at 11.20am.