

## EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON  
FRIDAY 9 JANUARY 2015 AT 2.00PM

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

1 **Apologies:** none.

2 **Minutes of the Board meeting held 4 December 2014**

Approved.

3 **Governance Issues**

(a) Banking arrangements: on-line banking confirmed.

(b) Charitable Exempt Status: confirmation of charitable exempt status received from HMRC, effective from date of incorporation; Charities reference no. EW24531.

(c) Rule 11:

(i) PL reported that members who are the sole named representative of an unincorporated organisation have been asked to seek an additional person to be the joint holder of shares. Share certificates should state (eg)

“Representing TWRA  
Joe Bloggs and A N Other”

(ii) One member had agreed to an invalid application being converted from unincorporated to individual membership; Roll number 35 deleted from the Share Register and subsequent numbers adjusted accordingly.

(d) Conflict of interest: agreed to place as a standing agenda item after Apologies.

4 **Membership Issues**

(a) Applications: Directors considered and gave formal approval to the 27 applications received (Roll numbers 109 to 135); 2305 shares sold.

(b) Director nominations: no nominations had been received; founding directors to seek re-appointment unopposed.

(c) SGM: final arrangements were agreed - Annette Plaut and Jo Hawkins (both ESJ Forum SG) to be approached to oversee registration and to take the interim Chair respectively; share certificates to be used as voting cards; DB to prepare a draft Directors' report.

(d) Society seal/Share certificates: use of the Society Seal approved for share certificate numbers 1 – 135 to be issued on 16 January 2015; payments agreed of £17.20 to RC for purchase of embossing press and £30 to Stormpress for certificates.

5 **Financial Report**

Transactions to date:

	<u>Credit</u>	<u>Debit</u>	<u>Balance</u>	
B/f			£1,495.96	
16/12/14	£345.00			Shares

		£30.00	£1810.96	Printing
24/12/14	£155.00		£1965.96	Shares

6 **Exeter St James Forum**

Nothing to report.

7 **Queen's Crescent Garden**

RC is co-ordinating the Project Group's response to the ESJF request regarding where responsibility now lies for the project. Directors were unanimous in the view that this remains with the Forum until such time as the Trust is required by ECC and requested by ESJF to take legal responsibility for QCG.

8 **St James Allotments**

Nothing to report.

9 **Date of Meeting**

The first board meeting after the SGM will be on Monday 19 January at 10.00am.

10 **AOB:** none.

The meeting closed at 12.40pm.