

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON
WEDNESDAY 12 AUGUST 2015 AT 10.00AM

Present: Di Boston (DB), Aylwyn Bowen (AB), Robyn Connett (RC), Paul Layton (PL), Harry Temple (HT)
Ruth Stringer (RS), Jem Southam (JS), Exeter St James Forum Allotment Group
for item 9

DB welcomed RS and JS to the meeting.

- 1 **Apologies:** none.
- 2 **Conflict of Interest:** DB restated her interest as an allotment holder.

By mutual agreement item 9 was taken as first business.

9 **Allotments**

RS and JS, Secretary and Treasurer respectively of the allotment group, spoke to previously circulated papers: Allotment Users Guidelines, Tenancy Agreement, Boundary Map, Budget 2015/16 and List of Allotment Holders' Names and Addresses. An additional document, Constitution and Rules, was tabled; copies to be sent to board members for consideration. A quote for insurance (£10m indemnity) of £148 per year had been obtained. At the request of Network Rail the allotments are to be renamed "St James Vegetable Gardens".

Directors were satisfied with all aspects of planning and preparation undertaken by the allotment group but, mindful of Trust objectives, expressed concern at the lack of provision for public involvement. Whilst it was recognised that no public event would be possible in the first year owing to site safety issues, it was urged that this should be a feature in future.

DB reported that Network Rail proposed a three year rolling lease which was 95% agreed although a response was still awaited from the National Allotment Society solicitor regarding a few outstanding issues. It was felt 1 October 2015 was a realistic start date for the commencement of the lease.

It was noted that the Rainshare Project had offered to install at no cost a stored water supply on site using rainwater from neighbouring properties in Powderham Crescent.

Any rental income should, for the time being, be paid into the Allotment Group account held by ESJF.

RS and JS were thanked for their attendance and left the meeting.

PL undertook to contact allotment holders not currently Trust members to invite them to apply for membership.

Directors resolved to write to the allotment group to explain that a commitment to holding on site an annual public event was a condition of the Trust signing a lease with NR.

3 **Minutes of the Board meeting held 3 June 2015**

(a) Approved.

(b) Matters arising: Boundary Changes

It was noted that the outcome of both Devon and Exeter reviews would be published on 29 September 2015.

4 **Governance Issues**

(a) AGM arrangements:

- to be held Mon 21 Sept 6.30 – 7.30pm at St Sidwell's Community Centre
- notice to members to be received by Fri 28 Aug
- resolutions/board nominations to be received by Fri 7 Sept.

In view of the Society's infancy it was decided to recommend to the AGM that the accounts for 2015/16 should be exempt from audit (Rule 26.2).

In accordance with Rules 18.5 and 19.1 HT, AB and RC would stand down as Directors at the meeting. Each would seek re-election.

(b) FCA Annual Return (AR30): noted submission deadline of 31 Oct 2015.

5 **Membership Issues**

(a) Applications: Directors considered and gave formal approval to the single application received (Roll number 204); 3500 shares sold.

(b) Seal: use of the Society Seal approved for certificate number 204. (c)

(c) Communication:

- (i) Newsletter – promised advertising revenue of £200 had been received; next edition copy date 24 Aug for distribution week commencing 7 Sept.
- (ii) Mailing – notice of the AGM to incorporate update regarding QCG planning application.

6 **Financial Report**

Transactions to date:

Credit

Debit

Balance

B/f			£2553.93	
05/05/15	£0.31		£2554.24	Bank interest
05/06/15	£0.35		£2554.59	Bank interest
03/06/15		£41.60	£2512.99	AB expenses
22/06/15		£176.40	£2336.59	LDA *
26/06/15	£60.00		£2396.59	Shares/advert
03/07/15	£0.20		£2396.79	Bank interest
05/08/15	£50.00		£2446.79	Advert
10/08/15	£100.00		£2546.79	Advert

In order to achieve the smooth transfer of funds currently held by ESJF for the allotments and QCG it was resolved that the Trust should retain the single Co-operative Bank account but keep discrete, accurate records of the nominated "sub accounts" within it.

7 Exeter St James Community Trust/Exeter St James Forum

Nothing further to report.

8 Queen's Crescent Garden

Confirmation had been received, dated 22 July 2015, of full planning permission for change of use of QCG from private open space to public open space to support community aspirations for the garden. It was now hoped that ECC would progress the compulsory purchase process. A request for reimbursement of half the planning application fee in view of the Trust's charitable status had been declined.

RC reported that the Round Table had carried out work preparing beds for planting of bulbs by St Sidwell's school pupils in the autumn. There were now four volunteer teams involved in regular grass cutting.

La La Choir had performed an open air rehearsal in the garden on 11 August and a garden party was planned as part of the University Grand Challenge project, Beyond Conflict, in late September.

QCG was to be the beneficiary of the John Lewis token scheme and would receive a cash donation at the end of a three month period. The Round Table were committed to donating £500 (£5 shares and £495 cash donation to the project).

AB and HT were thanked for their sterling work in erecting the gate to close the gap in the Longbrook Street perimeter of the garden.

10 Date of Meeting

The next meeting of the Board: Tuesday 22 Sept 2015 at 10.00am.

* repayment of planning notice, Express & Echo 22/6/15

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AOB:

(a) Exeter Community Forum (ECF): PL explained that both Forum and Trust had secured representation on this city-wide body set up, with the support of ECC and DCC, to manage the neighbourhood portion of the Community Infrastructure Levy (CIL). Directors resolved to support the Forum PDP's recommendation that ESJF should waive its entitlement to 25% of CIL accruing as a result of development in St James in favour of joining with ECF's community strategy for the distribution of 15% of CIL across all developments in Exeter.

(b) Business cards: DB suggested that a suitable card would prove useful; AB undertook to create a design for consideration.

The meeting closed at 12.25pm.