

## EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON TUESDAY 17 NOVEMBER 2015 AT 10.00AM

Present: Aylwyn Bowen (AB), Robyn Connett (RC), Paul Layton (PL), Harry Temple (HT)

RC took the chair

1 **Apologies:** none.

2 **Conflict of Interest:** none.

3 **Minutes of the Board meeting held 22 September 2015**

(a) Approved as amended:

- Item 4(b) – add, HT to act as Vice-Chair of the Board;
- Item 8 – in the first paragraph replace “the formal document” with “a formal document”.

(b) Matters arising: Exeter Community Forum

PL submitted a brief written report. It was agreed that this should be a substantive item on future agenda.

4 **Governance Issues**

(a) Insurance: agreed to renew Ecclesiastical Liability policy; £304.52.

(b) University Logo: AB advised agreement to licence requirements for use.

(c) FCA: PL reported completion and submission of Form AR30 with £60 registration fee.

5 **Membership Issues**

(a) Applications: Directors considered and gave formal approval to the two applications received (Roll numbers 208 - 209); 3530 shares sold.

(b) Seal: use of the Society Seal approved for certificate numbers 208 - 209.

(c) Communication: noted that the next edition of “*About St James*” would be in spring 2016.

6 **Financial Report**

Transactions to date:

	<u>Credit</u>	<u>Debit</u>	<u>Balance</u>	
B/f			£2227.34	
24/09/15	£ 10.00		£2237.34	Share income
29/09/15	£103.00		£2340.34	50% newsletter
01/10/15		£60.00	£2280.34	FCA fee
16/10/15	£ 10.00		£2290.34	Share income

13/11/15

£46.80

£2243.54

Printing/B. cards

PL reported confirmation from Co-op Bank of change to account signatories.

**7 Exeter St James Community Trust/Exeter St James Forum**

Nothing to report.

**8 Queen's Crescent Garden**

RC reported on the recent meeting of the QCG Project Group.

(a) Tree work: the Board, in the light of its decision not to accept liability, expressed appreciation of the pro bono work carried out by Devon Tree Services (DTS) and Cllr Keith Owen's help in funding the cost of clearing brushwood left from the felling of the unsafe tree. It was agreed to offer DTS free website advertising.

(b) CPO: there was no further progress on the development of the Statement of Reasons. To expedite matters Keith Biggs, the planning lawyer who had offered advice regarding the lease, would be approached. If he felt unable to assist it was agreed to engage the professional services of Fergus Charlton.

(c) Noticeboard: ECC had indicated that there was no reason not to erect a board and something less than 1.2 square metres would not require planning permission. AB to investigate.

(d) John Lewis: the Community Matters green token scheme had realised £375. It was suggested this sum could be used to fund the noticeboard.

(e) DCLG Pocket Parks Programme: it was agreed to proceed with a bid for funding (up to £15k available) by the closing date of 10 December 2015. Frazer Osment (LDA) had offered assistance with the application; RC to contact him to clarify which aspects of the process he would be responsible for.

(f) Dog Policy: it was noted that this would be required; Cllr Owen to be approached about the possible siting of a waste bin in proximity to the garden.

HT agreed to join the QCG Project Group.

**9 St James Vegetable Gardens**

HT reported on a recent meeting with members of the Vegetable Garden Group.

(a) Lease: response from NR to outstanding issues still awaited.

(b) Constitution: amendments had been made to the NAS model document to allow a better fit with the circumstances of the Vegetable Group/Trust relationship; HT to check with NAS about the acceptability of these changes.

(c) Memorandum of Agreement: this was proposed to cover financial and practical aspects of the group's relationship with the Trust.

It was agreed that Directors would receive copies of:

- the draft proposed lease
- the proposed final constitution
- the proposed Memorandum of Agreement.

HT undertook the responsibility of writing to any allotment holders who were not

Trust members to invite them to join, a requirement of their tenancy. The letters would not be sent until the Board has approved the above documents.

10 **Date of Meeting**

The next meeting of the Board: Tuesday 19 January 2016 at 10.00am.

11 **AOB:**

The new business cards were distributed. It was agreed that a quantity be given to the Forum Steering Group.

The meeting closed at 11.20am.