

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON TUESDAY 22 MARCH 2016 AT 10.00AM

Present: Aylwyn Bowen (AB), Robyn Connett (RC), Paul Layton (PL), Harry Temple (HT)
Elizabeth Osment (EO) joined the meeting at 11.15am

RC took the chair

1 **Apologies:** none.

2 **Conflict of Interest:** none.

3 **Minutes of the Board meeting held 19 January 2016**

Approved.

4 **Governance Issues**

(a) Trust Board: Directors resolved unanimously to appoint Beth Osment as an additional Director.

(b) AGM 2016: a proposal to hold both Trust and Forum AGMs consecutively on the same date would be considered once the Forum SG had determined the date of its AGM; it was noted that Wednesday 29 June was the earliest date on which the Trust AGM could be held (Rule 28.1).

5 **Membership Issues**

(a) An application for membership from Exeter Round Table was still awaited.

(b) Communication with members: the spring edition of "*About St James*", the joint Trust/Forum newsletter, would be published in April. The following matters were considered:

- delivery rounds and arrangements;
- advertising revenue;
- inclusion of a Trust recruitment flyer.

6 **Financial Report**

There had been no transactions on the Trust account since the last meeting. The balance remained at £1943.97.

Queen's Crescent Garden income and expenditure had been subsumed into the main account (see item 8).

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

Nothing to report; agreed to remove as a standing item from future agenda.

8 **Queen's Crescent Garden**

(a) CPO: the Trust had written formally to Karime Hassan (CEO, ECC) on 3 March concerning the lack of progress with the CPO. No acknowledgement or response had been received. It was agreed that RC should accept the help of Mr S Hassan (Trust member, Exeter Mosque and QCG Project Group) to arrange a meeting with ECC.

(b) DCLG Pocket Parks Programme: the Trust was informed of an award of £13,000 (£10k capital, £3k revenue) at the end of January, to be spent by the end of March. Capital money received from ECC as funding partner from mid February had enabled site clearance, rebuilding/restoration of the perimeter wall to York Road and construction of a new entrance on Longbrook Street. Matched funding had been obtained from DCC Locality Grant (£5k), Glendale work in kind (£1,500, plus a further £560 promised), LDA Design work in kind (£2k), transfer of Forum QCG funds (£1.8k), cash (£221) and brick (£700) donations. In addition £500 had been promised from the University. Total income received = £17k; expenditure to date = £13.7k (see financial breakdown appended). LDA Design were to undertake a topographical study and produce plans at an estimated cost of £3k to be funded by the revenue element of the award.

(c) Sustainability Plan: RC agreed to draft, a requirement of the PP award; noted a Case Plan would be required within twelve months.

(d) Noticeboard: now erected, thanks to the efforts of HT and AB, was proving a positive asset allowing the public to be kept informed of the project's progress; covered by insurance for public liability but not damage.

(e) Tree: a Lawson's Cypress bordering Longbrook Street had been condemned as unsafe by DCC Highways; to be removed at no cost to the Trust within six months.

9 **St James Vegetable Gardens**

HT was continuing to liaise with Ben Vosper (NR) regarding outstanding issues.

A request to renew subscription to the National Allotment Society had been received. Agreed this should be passed to Ruth Stringer for the consideration of St James Vegetable Society.

10 **Exeter Community Forum**

PL gave an update on progress of the Exeter Community Strategy document and highlighted issues relating to criteria for the award and distribution of grants to communities via a proposed panel.

11 **Date of Meeting**

The next meeting of the Board: Tuesday 24 May 2016 at 10.00am.

The meeting closed at 11.40am.