

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON TUESDAY 22 SEPTEMBER 2015 AT 10.30AM

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

By agreement the meeting commenced at 10.30am.

1 **Apologies:** none.

2 **Conflict of Interest:** DB reiterated her interest as an allotment holder.

3 **Minutes of the Board meeting held 12 August 2015**

(a) Approved as amended:

- Item 6 – payment to LDA identified as reimbursement of the cost of the public notice placed in the Express & Echo in respect of the QCG planning application;
- Item 8 – the ERT donation of £495 was towards the QCG project.

(b) Matters arising: Exeter Community Forum

PL reported that the appointed facilitators would be holding a series of six consultative meetings for communities across the city before Christmas; one was planned to be held in St James.

4 **Governance Issues**

(a) Matters arising from the AGM:

- (i) A good turnout - 33 shareholder members attended:
- (ii) It was apparent that some members had not received the latest issue of "*About St James*"; some amendment to the distribution list was required; members outside of St James to be made aware of electronic copy available on the website.
- (iii) PL undertook to seek advice regarding the Trust's status in the event of the LGBCE recommending changes to the St James ward boundary.

(b) Other:

DB's resignation from the Board, announced to members at the AGM, gave cause for Directors to review arrangements. The following matters were resolved:

- RC to act as Chair to the Board;
- HT to assume responsibility for St James Vegetable Gardens (DB would continue to assist with liaison);
- The need to recruit further expertise was recognised.

5 **Membership Issues**

(a) Applications: Directors considered and gave formal approval to the three applications received (Roll numbers 205 - 207); 3520 shares sold.

- (b) Seal: use of the Society Seal approved for certificate numbers 205 - 207.
 (c) Communication: AB and editor, Joni Holohan, were complimented on the excellent quality of the latest issue of "About St James".

6 Financial Report

The following costs were approved.

Transactions to date:

	<u>Credit</u>	<u>Debit</u>	<u>Balance</u>	
B/f			£2546.79	
21/09/15	£10.00		£2556.79	Share income
22/09/15		£206.00	£2350.79	Printing/newsletter
		£20.00	£2330.79	AGM Room hire
		£103.45	£2227.34	Sec's expenses

In addition £10 share income in hand and ESJF invoiced for £103 (50% of newsletter cost).

In the light of DB's resignation the Secretary was authorised to contact the Co-operative Bank to notify a change of account signatories. It was resolved that RC and PL, as Chair and Secretary respectively, be authorised to sign cheques.

7 Exeter St James Community Trust/Exeter St James Forum

Nothing to report.

8 Queen's Crescent Garden

RC stated no progress to report regarding the CPO. ECC still preparing a Statement of Reasons, the formal document required to acquire the land. Fergus Charlton, solicitor, who had offered advice had left Foot Anstey and was therefore no longer available to assist. It was hoped a replacement could be found.

Cllr. Owen had advised that structural damage to two trees represented a dangerous hazard. Devon Tree Services were offering to deal with one tree free of charge but the other, condemned as unsafe, would need to be partially felled at a cost £1250 + VAT. Directors resolved, in the absence of any legal title or responsibility, that the Trust would not accept liability.

St Sidwell's Primary School pupils would each be planting a bulb in the garden borders as part of their Harvest festival celebrations on 9 October. Further work was required beforehand to clear weeds and glass. Fly-tipping still a problem.

ECC to be approached about the possibility of a noticeboard for the garden.

9 St James Vegetable Gardens

DB reported that progress had been made towards securing the commencement of a three year rolling lease with NR from 1 October. Some issues remained outstanding:

- responsibility for fencing

- sub-letting
- approval by NR of insurance arrangements

NR's response was awaited. Once all matters were satisfactorily completed the Chair and Secretary would sign the lease on behalf of the Trust.

Directors insisted that the requirement to hold an annual public access event should be incorporated in a formal document, preferably the Allotment Group's constitution.

10 **Date of Meeting**

The next meeting of the Board: Tuesday 17 November 2015 at 10.00am.

11 **AOB:**

At this, her last meeting, Directors expressed unanimous gratitude to Di Boston for successfully securing the establishment of the Trust and for ably leading the Board in its first year of existence. On behalf of all shareholder members we record our sincere thanks for the energy and commitment she has shown in seeking to make St James a better place.

The meeting closed at 12.10pm.