

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON TUESDAY 3 SEPTEMBER 2019 AT 1.30PM

Present: Robyn Connett (RC), Paul Layton (PL), Rebecca Bower (RB), Harry Temple (HT)
RC took the chair.

1 **Apologies:** Beth Osment (EO)

2 **Conflict of Interest:** none.

3 **Minutes of the Board meeting held 16 July 2019**

(a) Approved.

(b) Matters arising: none.

4 **Governance Issues**

(a) Transfer of Engagements

Initial discussion with PH (ECC) had raised a concern in respect of the QCG lease regarding the proposed change of society name to ESJNT. He undertook to raise the matter with Jan Hadley (ECC legal dept). To assist RC, in consultation with PL and RB, had submitted a paper giving the background and necessity for a transfer of engagements; outcome awaited.

(b) AGM

Consideration was given to the timing of the AGM. Held last on 29 November 2018, the latest possible date would be Friday 21 February 2020 (Rule 28.1). In view of the uncertainties regarding transfer of engagements, decision deferred to next meeting.

(c) Risk Register:

The previously circulated RR was considered and amended.

(d) HLF Resilient Health Strength Checker

RB had updated the accounts and RC was working on remaining aspects. To be completed and circulated by the end of September.

5 **Membership Issues**

(a) Applications: none.

(b) Seal: n/a

(c) Communication:

(i) Email to all members to be sent once QCG planning consent approved to signal commencement of work later in the year.

(ii) A volunteer still being sought to secure advertising revenue for "ASJ"; next edition due in December – copy deadline of Friday 8 November; RB agreed to co-ordinate and Clifton Emery to typeset.

(ii) RC agreed to contact Stevie King (Clifton Emery) to ascertain willingness to assist with migration to the new website.

6 Financial Report

(a) Transactions to date:

No transactions to report. Bank balance remains at £54,519.20.

(b) Annual Accounts:

Directors agreed to recommend audit exemption to the AGM (Rule 26.2).

7 Queen's Crescent Garden

(a) PT reports:

No report to consider.

(b) Other:

- Planning application - no objections lodged; decision imminent
- DCC indicates a sum of £3k required for TRO amendment re. loss of resident parking space
- Tenders – two of three received; agreed project manager, FO's recommendation to accept Steve Farley offer of £7,900
- Bricks – the loss of 5 pallets of old Exeter bricks from Dainton Storage a serious setback; alternative source to be found at a minimum additional cost of £2,500.
- Rough sleepers – in the light of recent experience, the protocol to be revised and circulated.
- Risk Register – RC had circulated a revised document; comments invited.

8 Exeter Community Forum

No meetings to report. Directors expressed the view that ECC's unilateral decision to change grant arrangements, in particular disbursement of the neighbourhood portion of CIL, was not in the interests of the Exeter St James Neighbourhood Plan and could impact adversely on the work of the Trust.

9. Date of Meeting

The next meeting of the Board: Tuesday 29 October 2019 at 1.30pm.

10. AOB:

Planter on corner of Longbrook Street and Blackall Road

Request from Cllr Kevin Mitchell for the Trust to take over maintenance; agreed to adopt, subject to verification of ownership. Possibility of a grant to be explored for initial planting and a plaque to promote the work of the Trust.

The meeting closed at 2.50pm.