

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON TUESDAY 8 MAY 2018 AT 10.00AM

Present: Rebecca Bower (RB), Robyn Connett (RC), Paul Layton (PL), Beth Osment (EO), Harry Temple (HT, from 10.30am)

RC took the chair.

1 **Apologies:** Aylwyn Bowen

2 **Conflict of Interest:** none.

3 **Minutes of the Board meeting held 20 March 2018**

- (a) Approved.
- (b) Matters arising: none.

4 **Governance Issues**

(a) General Data Protection Regulation (GDPR):

RB was thanked for preparation of previously distributed draft documents: Data Protection Policy, Privacy Policy and Schedule of Data Held. It was agreed RC, PL and RB would meet separately on 15 May with authority to put in place measures to comply with GDPR.

(b) Risk Register (RR):

Again, RB was thanked for work on the draft Risk Register and the specific QCG document. It was agreed to send comments to RB by 8 June for consideration at the next meeting of the Board.

5 **Membership Issues**

(a) Application Form: PL produced a revised draft form for consideration in light of GDPR requirements.

(c) Communication

(i) Newsletter:

- the latest copy was currently being printed
- 3 x £100 and 2 x £50 adverts had been secured, approximately £200 short of the annual breakeven cost
- a one off charge of 50% of the usual cost for insertion in the autumn edition agreed
- a new nominal rate for non Trust/Forum community groups to be recommended to ESJF
- so far delivery arrangements, to be completed by 19 May, had been confirmed by all except the two "student" rounds.

(ii) Website: PL and RC still to meet with AB regarding migration to the new site.

6 Financial Report

(a) Transactions to date:

	<u>credit</u>	<u>debit</u>	<u>balance</u>	
B/f			57,281.54	
20 Mar 2018		67.48	57,214.06	ESJF 50% web hosting

(b) Annual Accounts:

RB was thanked for preparing and distributing accounts in line with the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities.

It was recognised that aspects of the Directors' Report would need updating but the 2017/18 accounts were considered and approved. RC, PL and RB authorised to sign as a fair and true record of the society's financial position at 31 March 2017.

It was agreed to recommend audit exemption to the AGM.

It was noted that there was a need to generate funds in order to improve the "going concern" aspect of the Trust's financial position.

7 Queen's Crescent Garden

(a) Grass Roots Grant: PL referred to the belated receipt from ECC of an Agreement Form outlining various conditions of acceptance to which he had responded with appropriate caveat.

(b) Exeter Foundation/Exeter Property Summer Ball Legacy Project Grant: £12k (of a total £60k) applied for; thanks to FO for assistance with the bid; outcome awaited.

(c) CPO/Lease: all appeared to be on course for completion by 30 June.

(d) Riparian Ownership Issue: RC had been made aware of a potential dispute between ECC and SWW regarding the culverted Longbrook; KB seeking clarification of the Trust's position.

(e) "Rise and Shine": planning well under way by the project group for this celebration event to mark the handover of QCG by ECC to the Trust; date to be confirmed.

(f) Next Regeneration Phase: utilising the revenue element of the Grass Roots Grant LDA requested to undertake the following tasks which could result in necessary community consultation -

- independent tree survey and consequent revision of the design concept
- consideration of level changes and construction of steps or ramp
- preparation of CAD drawings for entrances and railings
- liaison with Sands for ad hoc engineering consultancy

(g) Video: Jon Hirons had been requested by ECC to produce a council version.

(h) AWE: Hugh McCann's "Advice Pavilion" to be launched on 21 May.

(i) Maintenance: the project group would need to recruit additional volunteer help for ongoing mowing, litter picking etc; among others the involvement of the local business community and students to be encouraged.

(j) CCTV: RC confirmed that she had still not received any further communication from the Police concerning the possibility of extending the CCTV system already costed and funded for York Road, so that it covered QCG entrances and interior. She would pursue with Insp. Simon Arliss. It had been recognised that the Trust/Forum might need to secure the additional funding required.

8 Exeter Community Forum

Nothing to report.

9. Date of Meeting

The next meeting of the Board: Tuesday 26 June 2018 at 10.00am.

The meeting closed at 12.00pm.