

## EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON  
FRIDAY 15 SEPTEMBER 2017 AT 10.00AM

Present: Aylwyn Bowen (AB), Rebecca Bower (RB), Robyn Connett (RC), Paul Layton (PL),  
Beth Osment (EO), Harry Temple (HT)

RC took the chair.

1 **Apologies:** none.

2 **Conflict of Interest:** none.

3 **Minutes of the Board meeting held 25 July 2017**

Approved.

4 **Governance Issues**

(a) HMRC: Directors resolved to sign off the accounts for 2016/17, previously approved; RB confirmed online submission to HMRC.

(b) AGM:

(i) Wednesday 11 October 6 to 7 pm, St Sidwell's Community Centre; room booked from 5.30 to 7.30 at a cost of £20.

(ii) RC undertook responsibility for the Directors' Report.

(iii) RC, AB and RB each submitted completed Director nominations.

(iv) Directors agreed to recommend audit exemption to the AGM.

(c) FCA: PL noted the requirement to complete the AR30 return and pay the £60 annual registration fee by 31 October.

5 **Membership Issues**

(a) Applications: Directors considered and gave formal approval to the single application received (Roll number 238); 3770 shares sold.

(b) Seal: use of the Society Seal approved for certificate number 238.

(b) Communication:

(i) PL advised that AGM mailings to members would take place within the next two days and documents uploaded to the website; to comply with Rules Director nominations and members' resolutions must be received no later than Wednesday 27 September.

(ii) Website: work on migration to the new site was continuing.

(iii) "About St James": Palmer Collins to be charged £50 for a one-off advert in the autumn edition or £100 to ensure front page insertion; the Board to consider a new pricing structure for 2018.

6 **Financial Report**

Transactions to date:

	<u>credit</u>	<u>debit</u>	<u>balance</u>	
B/f			7,886.95	
01/08/17	5.00		7,891.95	Share Income

Directors considered the current financial position:

Funds held		<u>£</u>	<u>£</u>
			7891.00
Costs	AGM (11.10.17)	25.00	
	FCA (31.10.17)	60.00	
	Insurance (27.11.17)	305.00	
			390.00
QCG Fund*	ERT (18.4.16)	500.00	
	Uni (24.4.16)	500.00	
	WH Smith (10.5.16)	500.00	
	TWA (12.7.16)	70.00	
	DCC (18.10.16)	5000.00	
	TWA (16.3.17)	103.00	
	Tautology (16.3.17)	500.00	
			7173.00
Balance			328.00

\* a further £1,806 currently held in the ESJF QCG account

It was felt prudent to retain a contingency fund. RC to analyse QCG grants and donations to ascertain the scope for creation of a reserve fund for working capital and administration. RB advised building in administration and support costs to all future bids for grant money.

## 7 Queen's Crescent Garden

(a) ECF Grass Roots Grant: the Trust bid had been successful - £42.5k capital, £7.5k revenue – subject to ratification by ECC at the full council meeting on 17 October. The Board recorded its thanks to Frazer Osment (FO) for his input and assistance in submitting what the panel described as an impressive bid.

(b) Lease:

(i) There had been no substantial reply from Karime Hassan to RC's request for his intervention to resolve outstanding issues but she had had three positive meetings with Peter Hearn (PH), the second attended by PL and FO regarding the ECF bid.

(ii) In strictest confidence PH had shared a draft paper that was expected to go to Place Scrutiny Committee on 9 November prior to full council in December. Three QCG specific issues were included:

(a) three litter bins, the responsibility of ECC, of a design approved by the Trust to be sited outside each of the new entrances to the garden;

- (b) a sum of £5k to be granted for tree work (in excess of the £3k estimate) deemed necessary at the present time;
- c) a dowry of £50k to cover fly tipping and other waste removal costs over the 125 year term of the lease, a sum which could be used for match funding; RC to provide cost basis for RB to check the adequacy of this sum and to investigate options for investment including CCLA Investment Management Ltd.

(iii) A meeting was arranged provisionally for 7 November when key ECC personnel and Trust representatives with their legal adviser would meet to finalise matters prior to signing the Agreement of Lease; it was urged that the meeting be brought forward to allow an early conclusion to negotiations and, if possible, a speedier completion of the CPO/signing of the lease in order to secure the Invest in Devon funding prior to the 31 January 2018 deadline. RC undertook to liaise with FO, as Project Manager, to decide an appropriate plan of action.

(c) Parks for People (Heritage Lottery) Fund: PH was offering to assist with a bid for a potential sum of up to £500,000; a meeting with RC, PL and FO to be arranged.

**8 St James Vegetable Gardens**

There had still been no reply to either the letter to the Chair of SJVG of 24 March or to Ben Vosper, Network Rail, of 1 May.

**9 Exeter Community Forum**

Nothing to report.

**10 Date of Meeting**

The next meeting of the Board: Tuesday 14 November 2017 at 1.00pm.

The meeting closed at 11.45am.