

## EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON  
TUESDAY 20 SEPTEMBER 2016 AT 10.00AM

Present: Aylwyn Bowen (AB), 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 14 July 2016**

(a) Approved.

(b) Matters arising:

(i) 3 Well Street: there had been no response from the Forum's Housing Group regarding the submission of a business plan.

(ii) Mosque: RC reported that Mr Hassan was agreeable to distributing Trust communications to members who had not supplied email addresses.

4 **Governance Issues**

(a) AGM 2016: owing to a lack of suitable venue on the proposed date, the AGM would now be held at St Sidwell's Community Centre at 6.00pm on Wednesday 5 October; Directors again agreed to recommend audit exemption to the AGM.

(b) FCA: it was noted that the annual return (Form AR30) was due by 31 October.

(c) HMRC: despite confirmation last year that the Trust is exempt from filing for Corporation Tax a formal request to deliver a Company Tax Return had been received; PL to investigate.

5 **Membership Issues**

(a) Applications: Directors considered and gave formal approval to the 3 applications received (Roll numbers 227 – 229); 3715 shares sold.

(b) Seal: use of the Society Seal approved for certificate numbers 227 – 229.

(c) Communication:

(i) notice to members of the forthcoming AGM had been sent in the first week of September and all relevant documents posted on the website.

(ii) "About St James" - the resignation of the editor meant the likely publication date of the next edition was now early December.

6 **Financial Report**

Transactions to date:

Credit

Debit

Balance

B/f				3,684.36	
18/07/16	Memb shares	5.00		3,689.36	Roll No. 226
19/07/16	ESJF		1760.39	1,928.97	QCG funds
22/07/16	Memb shares	20.00		1,948.97	Roll No. 227
11/08/16	Memb shares	10.00		1,958.87	Roll Nos. 228/9

7 **Queen's Crescent Garden**

CPO:

- (i) ECC reported confirmation of the Order by DCLG; it was assumed no objections had been received.
- (ii) Notices would now be posted in the local press to allow for any challenge; if no challenge, vesting and execution expected two months after publication.
- (iii) Heads of Terms would need to be confirmed before draft lease prepared.
- (iv) Directors agreed to engage Keith Biggs to act on the Trust's behalf at a restricted community rate of 50% (a maximum of £500 + VAT).
- (v) RC to apply for £5k DCC Locality Grant to assist with legal fees and for matched funding purposes.

Thanks had been sent to Ginny Lyons (TWRA) for her recent fundraising event which raised £70 for QCG funds.

AB and HT were thanked for erecting the flower tubs and for work on the hoarding in York Road and St Sidwell's School Gardening Club for planting.

8 **St James Vegetable Gardens**

No progress to report; awaiting receipt from NR of a revised version of the proposed lease.

9 **Exeter Community Forum**

PL and RC would attend the next meeting to be held on 17 October 2016.

10 **Date of Meeting**

The next meeting of the Board: Tuesday 22 November 2016 at 10.00am.

11 **AOB: none.**

The meeting closed at 11.00am.