

## EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON  
TUESDAY 21 MARCH 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 24 January 2017**

Approved.

4     **Governance Issues**

HMRC: receipt of revised accounts and correct end of year accounting period acknowledged; a new notice to file a tax return for the year to 31 March 2017 would be issued in due course.

5     **Membership Issues**

(a) Applications: Directors considered and gave formal approval to the applications (Roll number 232,233); 3740 shares sold.

(b) Seal: use of the Society Seal approved for certificate numbers 232 and 233. PL reported signs of wear to the current seal; it was agreed to purchase a replacement.

(c) Communication:

(i) Website: ESJF approval to the upgrading of the website had been received. AB to produce a prototype for Board and Forum SG consideration. A possible change of domain name from exeterstjamesforum.org to exeterstjames.org. was discussed.

(ii) "About St James": Forum member Gaynor Carr had agreed to fill the editor vacancy. Copy deadline end of April for publication and delivery by mid May. It was decided to maintain advertising rates at £50 pa. The University to be invoiced for £100 for a one-off insertion regarding its forthcoming Community Survey.

(iii) Facebook/Twitter: AB to provide BO with access to the Facebook account which appeared dormant.

6     **Financial Report**

Transactions to date:

	<u>Credit</u>	<u>Debit</u>	<u>Balance</u>	
B/f			6,509.50	
13/02/17	561.40		7070.90	ESJF <sup>1</sup>
15/03/17	300.00		7370.90	ECC ward grant <sup>2</sup>
16/03/17	10.00		7380.90	Share Income
	5.00		7385.90	
	103.04		7488.94	TWRA <sup>3</sup>

1 unrestricted planning application cost reclaimed from ESJF QCG fund

2 ECC Ward Grant of £300; £125 for the website and £175 for "About St James".

3 QCG donation

AB indicated that Directors of Thornton Court, Tautology Properties Ltd, wished to make a donation of £500 to QCG. It was agreed to raise an invoice for a one-off advert to be placed on the website for one year.

## 7 **Queen's Crescent Garden**

(a) CPO: it had been confirmed that no objections had been received by the DCLG to the final CPO notice.

(b) Lease: negotiations with ECC legal department currently in Keith Biggs' hands; some liability issues still to be resolved.

(c) DCC Grant: Cllr Jill Owen had indicated a revised sum of £5,286 was available as a DCC Invest in Devon Capital Grant. It was agreed that an application would be made for further restoration of perimeter walls and creation of new entrances as well as matched funding purposes. Conditions required the money to be contractually committed by 31 March 2018. The Board formally registered its vote of thanks to Jill for her support for the project over the years.

(d) Bricks: the Mosque was offering secure storage space for recent brick donations.

(e) Natural England: a new date for the lunchtime talk about QCG Pocket Park, that had been cancelled last October, had been requested and was being arranged for later in the summer.

(f) Royal Town Planning Institute: RC had been contacted regarding the Securing Green Spaces initiatives.

## 8 **St James Vegetable Gardens**

A report of the meeting between SJVG and ESJF on 26 January was discussed. Issues covered included the lack of progress towards securing the lease with NR, the disregard of Forum, NR and insurer's conditions regarding work parties on the site and non-compliance with Forum and Trust membership requirements.

It was further reported that the award of a Locality Grant of £566 to SJVG in 2015 had been recalled by DCC as it could not be used as the group wished, in the absence of a signed lease with NR, for infrastructure purposes. The Forum's offer of using the money for the legal appraisal required by the Board was rejected by SJVG.

RC presented a summary paper of outstanding concerns relating to the latest version of the proposed NR Draft Lease, dated 9/1/17.

It was resolved that a director to replace HT would not be nominated until all final documents for legal review had been submitted. PL was requested to write to the Chair of SJVG accordingly and to express the continued willingness of the Board to take on the lease subject to satisfactory negotiations with NR and legal review.

9 **Exeter Community Forum**

PL spoke to a brief written summary of the last ECF meeting on 7 March. Issues covered were: the Greater Exeter Strategic Plan (GESP) and the forthcoming appointment of Community Builders from autumn 2017.

10 **Date of Meeting**

The next meeting of the Board: Tuesday 23 May 2017 at 10.30am.

11 **AOB:**

PQASSO: free introduction and training session offered locally on 7/3/17 for voluntary sector organisations. Agreed to explore membership of NCVO.

The meeting closed at 11.50am.