

## EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON  
TUESDAY 22 NOVEMBER 2016 AT 10.00AM

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

RC took the chair and welcomed RB who attended as an observer with a view to providing financial and accounting assistance to the Board.

1 **Apologies:** none.

2 **Conflict of Interest:** none.

3 **Minutes of the Board meeting held 20 September 2016**

Approved as amended re. item 7, QCG.

4 **Governance Issues**

(a) FCA: PL reported that the FCA had returned the completed annual return (AR30) as the financial information did not include both a balance sheet and profit and loss account. The form had been resubmitted and was to be looked at by a case officer. RB's offer to prepare accounts in the requisite format was gratefully accepted.

(b) HMRC: PL was advised that the Trust would be required to submit an online Company Tax Return periodically, probably once every 3 to 5 years. The current return deadline is 31 October 2017. The Board accepted RB's offer to assist PL in this undertaking.

(c) AGM: draft minutes were distributed and were available on the Trust website.

(d) Insurance: it was agreed to renew the Trust Ecclesiastical policy, premium £305.97.

5 **Membership Issues**

(a) Applications: Directors considered and gave formal approval to the single application received (Roll number 230); 3720 shares sold.

(b) Seal: use of the Society Seal approved for certificate number 230.

(c) Communication:

(i) Website: PL had undertaken some "weeding" but it was agreed that updating was needed; AB to investigate.

(ii) "About St James": the next edition was at the printers and on track for delivery week commencing 28 November.

6 **Financial Report**

Transactions to date:

Credit

Debit

Balance

B/f				1,958.97	
05/10/16	St Sid's CC		20.00	1,938.97	AGM Room Hire
11/10/16	Advert	50.00		1,988.97	Rusty Bike
	Memb share	5.00		1,993.97	Roll No. 230
18/10/16	DCC	5,000.00		6,993.97	QCG Locality Grant
	FCA		60.00	6,933.97	Regulatory Fee

Thanks were recorded to Cllr. Jill Owen for the award of the Locality Grant, earmarked for legal fees (£500) and matched funding purposes.

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

(a) CPO: notices of confirmation were posted on 20 October allowing a period of 6 weeks for objections to the High Court finishing on 1 December. General vesting to be completed within 2 months of confirmation.

(b) Heads of Terms: RC reported broad agreement between Keith Biggs (for the Trust) and ECC.

(c) Pocket Park Programme: the ACV requirement to be dealt with once the CPO is completed.

(d) Volunteers:

(i) litter-picking and clearance work recently undertaken by University Community Volunteers was reported;

(ii) thanks were recorded to Thornton Hill resident, Ginny Lyons, who had organised two garden parties to raise funds for QCG.

(c) Notice Board: there was evidence of leaking; AB to contact Signs Express.

## 8 **St James Vegetable Gardens**

HT reported on a constructive meeting with NR which he and AB, together with members of ESJVG, attended on 11 November. The view of NR was that its standard lease would apply with only minor changes and that any clauses which were not relevant to the site could be ignored. Two key issues were explored:

(i) Boundary Fence – this would remain a NR responsibility and be excluded from the lease.

(ii) Insurance – the ESJVG Shield Insurance was considered adequate to cover NR requirements.

It was resolved that ESJVG be asked to submit all relevant documents (including the ESJVG Constitution and Rules, the Memorandum of Agreement, Insurance Policy and NR Lease) to PL. The Board would then instruct Keith Biggs to undertake a legal appraisal prior to the Trust signing the lease with NR on behalf of ESJVG. Any legal costs would be the responsibility of ESJVG.

## 9 **Exeter Community Forum**

PL submitted a brief written report regarding the establishment of the Grants Panel and criteria for distributing the first tranche of CIL from January 2017.

## 10 **Date of Meeting**

The next meeting of the Board: Tuesday 24 January 2017 at 10.00am.

11 **AOB:**

(a) RB was thanked for her attendance and asked to consider whether she was willing to be appointed a Director of the Trust.

(b) BO raised a question regarding tree planting projects to enhance the streetscape; it was felt this was initially a matter for ESJF.

The meeting closed at 12.00 noon.