

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON
TUESDAY 23 JANUARY 2018 AT 1.00PM

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

RC took the chair.

1 **Apologies:** Harry Temple

2 **Conflict of Interest:** none.

3 **Minutes of the Board meeting held 14 November 2017**

Approved.

4 **Governance Issues**

Nothing to report.

5 **Membership Issues**

(a) Applications: none.

(b) PL raised concern regarding shareholders who indicated a wish no longer to receive Trust communications but did not request withdrawal of their capital. AW (Wessex Community Assets) to be asked for advice.

(c) Newsletter:

(i) Agreed to recommend to ESJF advertising rates for 2018

Standard size 6 x 6 cms £100

Half size 6 x 3 cms £50

AB undertook to provide an illustrative template for consideration by ESJF SG.

RC agreed to contact Karen Payne with a view to securing additional advertisers.

(ii) It was noted that the position of editor "ASJ" was currently vacant.

(d) Website: PL and RC still to complete editing prior to launch of new site.

6 **Financial Report**

(a) Transactions to date:

	<u>credit</u>	<u>debit</u>	<u>balance</u>	
B/f			7,871.95	
15 Nov 2017		65.00	7,806.95	FCA
		339.53	7,467.42	Insurance
08 Dec 2017		323.00	7,144.42	Stormpress
12 Dec 2017	50,000.00*		57,144.42	ECC

* £50,000 Grass Roots Award for initial phase of QCG regeneration

It was unlikely GRA money could be utilised for six months until the lease with ECC was signed on completion of the CPO. PL undertook to contact the Co-op Bank to ascertain scope for accruing interest in the interim.

(b) Secretary's expenses: reimbursement of £30.38 approved; it was noted that three authorised signatories to the account, instead of the existing two, was preferred; resolved that RB would be the third signatory.

7 Queen's Crescent Garden

(a) CPO/Lease: ECC legal department had finally accepted the SOC and amendments to the GA providing sufficient safeguarding for the Trust to sign the AFL; awaiting final approval from KB. It was understood that the GVD had been prepared and was ready for publication.

(b) Post Box: to be retained and responsibility for its maintenance included in the lease.

(c) Risk Register: a requirement of the GA to be submitted annually to ECC; referred to insurance broker for advice.

(d) Art Week: 22 – 28 May organised by Hugh McCann (Dramaturg at Kaleider) in conjunction with residents, the school, mosque, University, CoLab and Councillors; a possible springboard to engage the St James artistic community.

(e) Video Documentary: Jon Hirons still involved; useful evidence to support future bids.

(f) Bricks: offer of 15 pallets from Kier Construction of good used bricks from demolition of the football club site; storage issues may be problematic.

8 St James Vegetable Gardens

Directors had received an email from SJVG dated 4 December 2017 informing of the signing of a lease for the allotments on its behalf between St Sidwell's Centre and Network Rail. As a consequence SJVG was no longer a project of ESJF and consequently of no further interest to the Trust.

It was resolved to remove this item from future agenda.

9 Exeter Community Forum

Nothing to report.

10 Date of Meeting

The next meeting of the Board: Tuesday 20 March 2018 at 1.00pm.

11 AOB

General Data Protection Regulation (GDPR): new regulations to apply to all organisations from 25 May 2018; to be considered at the next meeting.

The meeting closed at 2.30pm.