

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON
TUESDAY 24 MAY 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 22 March 2016:** approved.

4 **Governance Issues**

AGM 2016: the Forum SG had determined to hold its AGM on 2 July this year offering the possibility of the Trust AGM on the same date. It was resolved, should the Forum confirm its continuation beyond 2016, to hold both AGMs on a common date in 2017. Arrangements to hold the Trust AGM in early September 2016 would be considered at the next Board meeting.

5 **Membership Issues**

(a) Applications: Directors considered and gave formal approval to the 12 applications received (Roll numbers 210 – 221); 3650 shares sold.

(b) Seal: use of the Society Seal approved for certificate numbers 210 – 221.

(c) Communication:

(i) the spring edition of “*About St James*” with an increased print run (2200 to 3000) had cost £305, covered by income from the sale of six adverts;

(ii) cost of the autumn edition 2016 to be shared with the Forum;

(iii) the Trust recruitment flyer had cost £125.

6 **Financial Report**

(a) Account transactions to date were presented (Appendix 1) including the QCG sub-account (Appendix 2). Trust balance = £1728.97; QCG balance = £1690.31.

(b) Financial Statements for the year ending 31 March 2016 for both the General Trust account (Appendix 3) and the QCG Sub-account (Appendix 4) were approved.

7 **Queen’s Crescent Garden**

(a) CPO:

(i) no response to the Trust letter to ECC of 3 March had been received;

(ii) informal confirmation that the CPO was being progressed indicated the Council needed to reaffirm its original decision of 2012; RC and PL attended ECC Executive Committee on 12 April when the decision was

unanimously supported;

(iii) DCLG had approved the Order and public notices were imminent; there would be a period of 21 days for objections.

(b) Pocket Park Award:

(i) financial analysis included in Appendix 2;

(ii) LDA Design had completed the topographical survey;

(iii) a sustainability plan had been sent to the DCLG.

(c) Project Group report:

(i) Fundraising events included “Tea in the Garden” on 25 June and the offer of a stall at Exeter Respect Festival 11/12 June;

(ii) RHS – entered for the It’s Your Neighbourhood initiative 2016;

(iii) Maintenance – the condemned Lawson Cypress had been felled and removed; HT and AB to construct and install two large planters.

8 **St James Vegetable Gardens**

HT had previously distributed documents summarising progress on matters concerning ESJVG Project Group Rules, insurance, volunteers and the NR lease.

Two key issues remain concerning the lease: (i) responsibility for the new boundary fence and (ii) anomalies pertaining to insurance (it was hoped cover provided by NAS through its Shield Insurance policy would suffice).

NR had indicated that revision to its standard lease would incur legal costs of £800; it was unclear who would pay these costs.

Directors reiterated that legal advice would need to be sought once a final draft of the lease was received from NR.

9 **Exeter Community Forum**

PL had previously sent an update regarding the ECF Community Strategy and procedures proposed for awarding grants.

10 **Date of Meeting**

The next meeting of the Board: Wednesday 6 July 2016 at 10.00am.

11 **AOB**

3 Well Street, Exeter: the Forum Housing Group had requested the Trust take responsibility for investigating the possibility of purchase or lease of these premises comprising a retail unit and two mews houses.

Directors wished to support the Housing Group but did not believe they possess the relevant expertise or capacity required. It was agreed, as was the case for other Forum projects taken on by the Trust (QCG and ESJVG), that the Housing Group be asked to develop a comprehensive business plan for either one or both properties for consideration by the Board.

The meeting closed at 12.20pm.