

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON TUESDAY 7 MAY 2019 AT 1.30PM

Present: Robyn Connett (RC), Paul Layton (PL), Beth Osment (EO), Rebecca Bower (RB), RC took the chair.

1 **Apologies:** Harry Temple (HT).

2 **Conflict of Interest:** none.

3 **Minutes of the Board meeting held 12 March 2019**

(a) Approved.

(b) Matters arising: none.

4 **Governance Issues**

(a) Transfer of Engagements – Co-operatives UK

Directors considered DP's response to issues raised; a number of concerns remain relating to:

- the involvement of the Charity Registrar in the society's affairs
- the constraint of current rules prior to transfer to the new legal entity in respect of
 - (i) the winding up of the existing society
 - (ii) the interim change of society name.

PL undertook to seek further clarification from DP.

It is apparent that the process of converting to the new society is proving a more complex, time consuming and possibly costly process than previously advised by Wessex Community Assets especially as Co-ops UK confirm they cannot advise on matters relating to assets and contracts. PL agreed to contact AW to request WCA's assistance.

(b) Risk Register:

The previously circulated and amended RR was considered and amended.

5 **Membership Issues**

(a) Applications: none.

(b) Seal: n/a

(c) Communication

- (i) Newsletter: thanks were recorded to RB for editing the spring 2019 edition and to AB for typesetting/graphics; only two adverts secured realising revenue of £150.

(ii) Website: PL advised that Dan Lott had updated the website security involving code changes and the acquisition of an SSL certificate at a cost of £104.99; 50% recouped from ESJF.

6 Financial Report

(a) Transactions to date:

B/f				£		
				57,775.20		
12/03/19	St Sidwell's PS		£ 37.50	57,737.70		AGM Room Hire
	Harry Temple	£ 25.00		57,762.70		Sale of logs/QCG
16/03/19	Robyn Connett	£ 25.00		57,787.70		Sale of logs/QCG
20/03/19	ESJF	£ 72.49		57,860.19		Web hosting 50%
26/03/19	ECC	£ 300.00		58,160.19		Ward grant/ASJ
02/04/19	ECC	£ 300.00		58,460.19		Ward grant/TRO/QCG
	Dan Lott		£ 104.99	58,355.20		Website SSL
08/04/19	ESJF	£ 52.50		58,407.70		Web SSL 50%
17/04/19	Exe Tree Care Ltd		£ 4,194.00	54,213.70		Tree work/QCG

(b) SOFA 2018/2019:

RB spoke to a draft Directors' Report and accounts; to be amended, circulated and considered at the next meeting of the Board.

(c) HLF:

The Board had met on 9 April to consider the Resilient Heritage Strength Checker in respect of HLF funding. RC undertook to consult with PH regarding the next steps and to confirm the land value of QCG.

7 Queen's Crescent Garden

The report of the QCG PT meeting held 26 March was received and considered. The following updates recorded:

- ECC ward grant of £300 secured to cover cost of TRO required by DCC for removal of the Western Red Cedar
- all tree work now completed and Exe Tree Care invoice paid
- the Design and Access Statement had been amended by LDA in light of consultation with Sands concerning the Longbrook culvert easement
- Directors approved revised design drawings
- LDA to act as Trust agents and liaise with ECC; planning application imminent (estimated cost iro £700 but possibility of a reduced community rate to be explored)
- thanks to FO for his input and expertise and for his work in preparing costings and budgets for next phase of work
- PH had indicated the value of QCG to be iro £18k; figure to be incorporated in the financial statements and HLF Strength Checker
- community summer event confirmed: Saturday 6 July.

8 Exeter Community Forum

RC commented on a meeting with ECF representatives and Jo Yelland held 30 April.

ESJF had submitted a robust, critical response to the recent Grants Policy.

9. **Date of Meeting**

The next meeting of the Board: Tuesday 16 July 2019 at 1.30pm.

10. **AOB:** none.

The meeting closed at 3.30pm.