

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON TUESDAY 12 MARCH 2019 AT 10.30AM

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 30 October 2018**

- (a) Approved.
- (b) Matters arising: none.

4 **Governance Issues**

(a) Transfer of Engagements:

As advised by Alison Ward (AW) PL had completed an online Letter of Engagement to initiate the process of transfer from Wessex Community Assets to Co-operatives UK. A response from Dane Pollard (DP) required Directors to consider various aspects relating to the Trust's change of name, its charitable objects and day to day activities. PL undertook to correspond with DP to seek clarification of these matters.

A Co-ops UK invoice for £940 had been received and passed to AW for payment.

(b) Risk Register:

The previously circulated and amended RR was considered and noted.

5 **Membership Issues**

(a) Applications: none.

(b) Seal: n/a

(c) Communication

(i) Newsletter:

- the two 2018 editions had been produced at a loss of £156 and a similar deficit was anticipated in the current year - to be offset by ECC ward grant of £300; PL to inform ESJF Treasurer (AP) accordingly.
- in the absence of an editor RB volunteered to undertake the task; PL to circulate requests for copy with a deadline of 12 April; publication end of April/beginning of May; RC to alert AB and contact current advertisers regarding renewal.

(ii) Website:

- invoice received for domain renewal and web hosting of £144.97; 50% of cost shared with ESJF.

6 Financial Report

(a) Transactions to date:

| | | <u>credit</u> | <u>debit</u> | £ | |
|----------|---------|---------------|--------------|-----------|-----------------|
| B/f | | | | 57,511.84 | |
| 28/02/19 | COIF | 358.33 | | 57,870.17 | Interest |
| 03/03/19 | Vic Inn | 50.00 | | 57,920.17 | Advert income |
| | D Lott | | 144.97 | 57,775.20 | Web hosting etc |

(b) Insurance costs:

It was agreed that this issue would be investigated prior to renewal in November.

(c) Budget :

In the absence of share income and a current deficit of around £600 RB advised that it was imperative to include overheads and running costs in all future funding bids.

(d) HLF:

It was agreed to convene a special meeting to consider the Resilient Heritage Strength Checker in respect of HLF funding; preferred date Tuesday 9 April, to be confirmed.

7 Queen's Crescent Garden

There was no PT report to be received but the following matters were considered:

- following approval of the £2k IID grant, Cllr. Aves had requested further information regarding the Masterplan and the programme for regeneration;
- PL, at the suggestion of Cllr. Prowse, had applied for a further IID grant of £2k towards the rebuilding of the QC perimeter wall;
- EO shared work so far on the revised plans which, once finalised, would be considered by the PT before submission to ECC;
- RC undertook to liaise with PH particularly in respect of the changes to the proposed new QC/York Road entrance;
- attention was drawn to the funding opportunity to support regeneration work available via the Devon Gardens Trust.

8 Exeter Community Forum

No meeting to report. RC indicated that to date there had been no response to ECF's letter to Jo Yelland.

9. Date of Meeting

The next meeting of the Board: Tuesday 7 May 2019 at 1.30pm.

10. AOB: none.

The meeting closed at 12.30pm.