

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON
TUESDAY 14 NOVEMBER 2017 AT 1.00PM

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

RC took the chair.

1 **Apologies:** Beth Osment

2 **Conflict of Interest:** none.

3 **Minutes of the Board meeting held 15 September 2017**

(a) Approved as amended.

(b) No matters arising.

4 **Governance Issues**

(a) HMRC: RB reported that the online account indicated no tax was due.

(b) FCA: Form AR30 had been submitted and an invoice received for the annual regulatory fee of £65 payable by 26 November.

(c) Insurance: renewal notice for £339.53 due by 27 November, a slight increase owing to the raising of Insurance Premium Tax and Public Liability cover from £2m to £5m.

5 **Membership Issues**

Communication

(a) Newsletter: arrangements for the publication of the autumn edition of "*About St James*" were considered; AB to take responsibility for printing and RC to co-ordinate delivery. Consideration was given to a review of advertising rates with the aim of making the newsletter cost neutral. It was agreed to bring proposals to the next meeting. AB to research costs of producing an eight page version and PL to ascertain current advertisers' feedback from Karen Payne.

(b) Exeter City Supporter's Trust had requested a change of representative requiring the issue of a replacement share certificate. It was noted with dismay that Football in the Community, the charitable arm of ECFC, had been rebranded as Exeter City Community Trust Ltd.

6 **Financial Report**

There had been only one transaction since the last report, payment to St Sidwell's Community Centre of £20 for AGM room hire; current balance of funds was £7,871. 95.

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Queen's Crescent Garden

(a) Grass Roots Grant: approved by ECC full council on 17 October subject to completion of the lease.

(b) Invest in Devon Grant: owing to slippage in the timetable of events DCC had agreed, following assistance from Peter Hearn and the intervention of Karime Hassan, to an extension of deadlines; contractual commitment to be demonstrated by 30 June 2018 and payment requested by 30 November 2018.

(c) CPO: RC, PL and Keith Biggs met with ECC representatives on 26 September with a view to bringing forward the signing of the Agreement for Lease (AFL) in order to expedite the completion of the CPO process. The following points emerged:

(i) ECC will not publish a Notice of Intention to make a General Vesting Declaration (GVD) until the AFL is agreed and signed;

(ii) the GVD will be executed at least 2 months after the notice is published at which point ECC must give a minimum of 3 months notice before taking ownership;

(iii) completion of the CPO is likely to take 5/6 months from the signing of the AFL;

(iv) a provisional timetable was agreed – AFL to be signed 10/10/17 followed by the GVD to allow completion of the CPO and signing of the lease in mid April 2018.

To date the AFL has not been signed.

(d) ECC Committee Report: PH's paper detailing financial provision for the Trust on completion of the CPO/signing of lease had been amended before consideration by Place Scrutiny Committee on 9 November; £5k for tree work had been reduced to £3k and subsumed into the £50k dowry for fly tipping and waste management; £5k for three new rubbish bins, to be financed separately by ECC, remained. The report was accepted and will now go for approval by the Executive (14/11) and full Council (19/12).

(e) Agreement for Lease: prior to signing the Trust requires reassurance regarding ongoing waste and tree management and a baseline Schedule of Condition (SOC) relating in particular to the state of walls. ECC Legal Team rejected inclusion of the SOC claiming grant awards remove the need for its inclusion. On KB's advice a letter of understanding attached to the AFL is suggested to make clear that the council will take no action against the Trust pending restoration of the walls. ECC's response is awaited.

(f) Grant Agreement: a generic document proposed by ECC to allow the Trust to draw down grant funding is not fit for the purpose of a 125 year lease. Some matters will require resolution but KB has stated he has exhausted his budget of £500 and cannot represent Trust interests beyond negotiation of the lease.

Directors agreed that the AFL should be signed at the earliest possible date in attempt to comply with DCC's deadline (30/6/18).

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St James Vegetable Gardens

Nothing to report.

- 9 **Exeter Community Forum**
Nothing to report other than the Community Action Day event on 18 November previously notified.

- 10 **Date of Meeting**
The next meeting of the Board: Tuesday 23 January 2018 at 1.00pm.

The meeting closed at 2.30pm.