

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON
TUESDAY 23 MAY 2017 AT 10.30AM

Present: Aylwyn Bowen (AB), Rebecca Bower (RB), 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 21 March 2017**

(a) Approved.

(b) Matters arising:

RC reimbursed £34.99 for purchase of embossed press and stationery; AB
undertook to complete artwork for replacement seal.

4 **Governance Issues**

(a) HMRC: request to file 2016/17 accounts by end of March 2018 received; RB had
applied for activation code to complete online return.

(b) AGM: agreed to hold in October; arrangements deferred to next Board meeting.

(c) FCA: the annual return (AR30) due by end of October 2017.

5 **Membership Issues**

(a) Applications: none.

(b) Communication:

(i) Website: AB was thanked for his work on the new site which was nearing
completion; new format would allow one page for each subject/topic
including a news archive; editing of QCG and Forum pages still required; new
domain (St.James.org) registered.

(ii) "About St James": Gaynor Carr and AB were congratulated for their work
on the most recent edition; it was decided to limit the print run from 2,800 to
2,500 in future to avoid surplus copies; advertising revenue and ECC ward
grants would more than cover the cost of the 2017 editions; advertising rates
to be reviewed for 2018.

(iii) Facebook/Twitter: EO undertook to monitor the page now rebranded "St.
James" to reflect both Trust and Forum issues; it was hoped it could be
relaunched alongside the new website in time for the Forum AGM on 5 July.

6 **Financial Report**

Transactions to date:

| | <u>credit</u> | <u>debit</u> | <u>balance</u> | |
|----------|---------------|--------------|----------------|-----------------------------------|
| B/f | | | 7,488.94 | |
| 30/03/17 | 500.00 | | 7,988.94 | Tautology properties ¹ |
| 27/03/17 | 50.00 | | 8,038.94 | Saunders ² |
| 04/05/17 | 50.00 | | 8,088.94 | Gillams ² |
| 15/05/17 | | 140.00 | 7,948.94 | ESJF ³ |
| 22/05/17 | | 34.99 | 7,913.95 | 3WM Office Supplies ⁴ |
| | | 327.00 | 7,586.95 | Stormpress ⁵ |

1 QCG donation

2 advert income

3 website upgrade/50% of cost

4 embossed press and stationery

5 newsletter cost

RB presented accounts for 2016/2017 in statutory format for charities as required by HMRC and FCA showing a breakdown of restricted and unrestricted funds. Directors considered and unanimously approved both the Income and Expenditure and Balance Sheet for the period.

The Board recorded its thanks to RB for her hard work in organising Trust accounts to a professional standard.

7 **Queen's Crescent Garden**

(a) Lease: RC and PL to meet with Keith Biggs on Friday 26 May to consider final documentation received following his negotiation with ECC; once the Agreement for Lease is signed ECC will complete the CPO and the 125 year lease can then be signed.

(b) Bricks: the recent donation of bricks was now stored securely in the grounds of the Mosque.

(c) Dangerous Tree: DCC had condemned a tree adjacent to the York Road boundary; it was hoped ECC would cover the cost of removal.

8 **St James Vegetable Gardens**

There had been no response from SJVG to the letter written following the previous Board meeting.

Subsequently on 1 May RC (as Trust Chair and Officer of ESJF) wrote separately to Ben Vosper (Network Rail Portfolio Surveyor, Property) to establish direct dialogue between NR and ESJCT, as prospective landlord and tenant, to facilitate a shared understanding and to state the eagerness of the Trust to receive the final version of the lease in order that legal review could be undertaken as soon as possible, prior to signing. No reply had so far been received.

9 **Exeter Community Forum**

Nothing to report.

10 **Date of Meeting**

The next meeting of the Board: Tuesday 25 July 2017 at 10.30am.

11 **AOB:**

EO reported on the recent “Building Resilient Communities” event sponsored by Wessex Community Assets which highlighted five diverse projects where communities had come together as Land Trusts/Community Benefit Societies to develop schemes such as affordable housing. It had been inspiring and provided the potential for useful contacts.

The meeting closed at 11.40am.