

## EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON TUESDAY 16 JULY 2019 AT 1.30PM

Present: Robyn Connett (RC), Paul Layton (PL), Beth Osment (EO), Rebecca Bower (RB), Harry Temple (HT)

RC took the chair.

1 **Apologies:** none.

2 **Conflict of Interest:** none.

3 **Minutes of the Board meeting held 7 May 2019**

(a) Approved.

(b) Matters arising: none.

4 **Governance Issues**

(a) Transfer of Engagements – Co-operatives UK

Directors considered DP's responses on behalf of Co-ops UK to issues raised. To minimise complexity the following was proposed:

- an interim change of society name be abandoned and the new organisation named "Exeter St James Neighbourhood Trust" (ESJNT)
- the current Board to be the first and founder members of the new society
- the 2019 AGM of ESJCT to incorporate winding up the society and the Special General Meeting to resolve to transfer to ESJNT be held on the same date
- the second, statutory, SGM to confirm the resolution to transfer be arranged to take place 14 days afterwards.

It was noted that Rules require the AGM to be held within three months of the anniversary of the previous meeting (29 November 2018).

AW had confirmed WCA would cover all reasonable legal costs relating to the transfer of the QCG lease. RC to seek advice from PH regarding the transfer of the QCG lease and involvement of ECC's legal department.

(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: RC reported that, corporate member, Clifton Emery, had offered the services of their in-house graphic designer, Stevie King, to collate pro bono future editions of "ASJ".

## 6 Financial Report

(a) Transactions to date:

B/f				54,213.70	
8/5/19	Stormpress		42.00	54,171.70	Posters
9/5/19	Harrys	100.00		54,271.70	Advert income
15/5/19	Stormpress		323.00	53,948.70	Newsletter
31/5/19	COIF	394.85		54,343.55	Investment income
15/7/19	Robyn Connett	20.00		54,363.55	Sale of logs
	Plant Sale	311.30		54,674.55	Cash proceeds
17/7/19	Plant Sale		155.65	54,519.20	50% of proceeds

RB spoke to the previously circulated statement of financial activities to 30 June 2019.

(b) Annual Accounts:

The Directors' Report and financial statements for 2018/19 were formally considered and approved. RC, PL and RB authorised to sign as a fair and true record of the society's financial position at 31 March 2019.

(c) HLF:

Matters dealt with under item 7, QCG. The HLF Resilient Health Checker to be included under item 4, Governance in future.

## 7 Queen's Crescent Garden

(a) The PT reports:

- (i) Report of meeting held 14 May noted.
- (ii) Report of meeting held 2 July was received and the following matters considered:
  - work packages to complete brick walling and new York Road entrance/steps out to tender (deadline of 21 June); no responses yet received
  - planning application submitted through agents, LDA Design; ref. 19/0703/FUL
  - bricks - Dainton Storage report no further pallets remaining; EO to ascertain extent of use from Steve Farley
  - pop-up plant sale, replacing the community event scheduled for Saturday 6 July, took place on 12/13 July; proceeds of £311.30 shared with ESJF
  - HT to produce a booking form for lettings/use of the garden
  - updated costings for work from FO now available; RC to distribute.

(b) Funding – HLF/RHC

RC had received no reply to her informal approach to the Exeter HLF office. In order to secure a meeting it was decided to embark upon a formal Expression of Interest which would elicit response within 20 days. Prior to this RC and RB to complete work on the RHC to assist with the completion of the detailed EOI form. A decision would be required as to which fund to apply for - up to £250k or above £250k; present consensus favoured the latter.

(c) Rough Sleepers

Recent problems had caused need to reiterate the protocol to be followed: initial contact with StreetLink Exeter and, if involving issues of ASB, the police; where no resolution then contact ECC's Service Manager for Community Safety and Enforcement, Steve Carnell. RC undertook to write up the protocol and share with the Board.

8 **Exeter Community Forum**

Nothing further to report.

9. **Date of Meeting**

The next meeting of the Board: Tuesday 3 September 2019 at 1.30pm.

10. **AOB:** none.

The meeting closed at 3.45pm.