

**EXETER ST JAMES COMMUNITY TRUST LTD**  
**MINUTES OF THE ANNUAL GENERAL MEETING HELD AT ST SIDWELL'S**  
**PRIMARY SCHOOL YORK ROAD EXETER ON 5 FEBRUARY 2020 AT 7.00PM**

Present: 49 shareholder members registered their attendance including Directors Robyn Connett (Chair), Rebecca Bower, Beth Osment and Harry Temple.

**1. Welcome**

Robyn Connett welcomed members to the meeting and introduced the Board members present.

**2. Apologies**

Paul Layton, Jan Croysdale, Edith Southwell, Kai Kin Yung, Judie Yung, Madelene Layton, Janet Penrose, Gabrielle Kirby, Frazer Osment, Gavin Heighton, Elizabeth Saunders, Sarah Boothby

**3. Minutes of the Annual General Meeting held 29 November 2018**

The minutes were approved, signed and adopted as a true record.

**4. Matters arising**

Robyn Connett referred to item 8(i) of the minutes and confirmed that the Directors had taken no further action on the matter of adjusting the quorum calculation for untraceable members due to the changing situation to be explained at the SGM to follow this meeting.

There were no other matters arising.

**5. The Directors' Report**

Robyn Connett spoke to various aspects of the Report including the signing of the 125 year lease from Exeter City Council for Queen's Crescent Garden, the Trust assuming responsibility for the Masterplan for the Garden from the Forum, the completion of necessary arboricultural and topographical surveys, and the completion of the second phase of the wall restoration works. She updated on progress since 31 March 2019 with the application for and receipt of planning approval of the final entrance, internal paths, steps and hardstanding as well as progress on the next stage of the boundary wall works, including the railings to go on sections of the walls.

Robyn Connett then thanked Gaynor Carr for her editorship of both issues of About St James in the year ending 31 March 2019 and explained the need for the newsletter to become self-financing. She appealed for someone to take on contacting local businesses to persuade them to advertise in the newsletter.

Finally Robyn Connett explained that the Directors had completed a Resilient Strength Checker which confirmed the Board is very strong in financial management and accounting, thanks to the expertise of Rebecca Bower, but also the need for more fundraising experience on the Board. Members who were interested in joining the Board would be very welcome.

The Report was adopted.

**6. Approval of Accounts**

Rebecca Bower spoke to the Accounts explaining that income for the year ended 31 March 2019 was £77k and of this just over £76k was for Queen's Crescent Garden reflecting the value of the land on signing of the lease and grants for its restoration, £13k of which was spent during the year. Less than £1k of income was unrestricted and with over £1k of general expenditure this was not a sustainable position and the Directors were considering how to deal with this. Any support that members could make though general donations would be welcome.

The Accounts were adopted.

**7. To consider audit exemption or auditor appointment**

The Directors' recommendation that the Accounts be unaudited was approved.

**8. Resolutions tabled by members**

None.

**9. Election of Directors**

Robyn Connett and Beth Osment, stood down in accordance with the Retirement by Rotation Rule, but having been duly nominated, were unanimously reappointed. Paul Layton, Rebecca Bower and Harry Temple continue. No other nominations had been received.

**10. Any Other Business**

One member asked what level of Unrestricted Funds would be desired and Rebecca Bower suggested a level of about £5k would put the Trust in a more secure position.

Robyn Connett gave thanks to all those who contributed to looking after Queen's Crescent Garden and in particular the litter pickers, mowing team and Ian Hodgson who dealt with all the mechanical issues.

The meeting closed at 7.25pm.