

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD ONLINE ON TUESDAY 4 MAY 2021 AT 1.30PM

Participants: Robyn Connett (RC), Paul Layton (PL), Rebecca Bower (RB), 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 9 March 2021:**

(a) Approved.

(b) Matters arising:

RB reported that the CCLA Ethical Fund applied for would become active from 2 July 2021.

4 **Governance Issues:**

(a) AGM – required before end of September 2021; provisional date of 20 July agreed; arrangements to be determined at the next Board meeting.

(b) Annual Reports and Accounts (ARA) – thanks recorded to RB and RC for preparation of the previously circulated document, for the period ending 31 March 2021, which was considered and approved unanimously.

5 **Membership issues:**

(a) No membership applications.

(b) About St James

RB undertook to organise the spring newsletter for delivery by the end of June; a mid-June copy deadline was set dependent on securing sufficient funding by the end of May.

RC to seek clarity regarding possible ECC funding from Councillors following the outcome of local elections; Directors urged to pursue all potential advertisers to maximise income.

(c) Website

It was hoped that there would soon be clarity over the viability of ESJF and its involvement in the shared website; current coronavirus restrictions continue to thwart migration to the new site.

6 **Financial Report:**

RB thanked for previously circulated statement of accounts and balance sheet documents. It was noted again that the Trust was desperately short of funds to cover operating costs and that fundraising remained a priority; QCG restricted funds of £2,708 currently insufficient to cover the cost of the TRO required for the new vehicular entrance.

Transactions to date:

B/f					12,900.42	
24/03/21	Steve Brook		2,953.92		9,946.50	QCG/ waste removal
19/04/21	Classic Gates		3,425.59		6,520.91	QCG/railings
22/04/21	Robyn Connett		24.64		6,496.27	QCG/gate padlock
	"		299.98		6,196.29	QCG/lawnmower

- 7 **Queen's Crescent Garden:**
 EO thanked for the comprehensive written report of the PT meeting held on 21 April.
 (a) The owner of Pura Vida had decided, following a site meeting and numerous interactions by RC to assist, not to proceed with arrangements for the use of QCG by his customers.
 (b) At the suggestion of Dawn Rivers (ECC Community Involvement and Inclusion Officer) RC had been approached by Exeter Connect to discuss Community Asset Transfer despite QCG being a leasehold venture and not a CAT.
 (c) FO and EO were congratulated for their excellent reworking of costs for the final phases of the Masterplan (£222,565).
- 8 **Risk Register:**
 RB thanked for the previously circulated document which was considered and appropriately amended.
- 9 **Date of next meeting:** Tuesday 15 June 2021 at 1.30pm.
- The meeting closed at 3.00pm.