

EXETER ST JAMES NEIGHBOURHOOD TRUST LTD

MINUTES OF THE BOARD MEETING HELD ONLINE ON TUESDAY 8 SEPTEMBER 2020 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 14 July 2020:**

(a) Approved.

(b) No matters arising.

4 **Governance Issues:**

(a) Transfer of Engagements

Owing to Government restrictions imposed in response to the Coronavirus epidemic meetings of shareholder members would need to be restricted to 30 and held under strict Covid-19 compliant conditions. It was determined that:

- the first SGM to approve transfer to be held in conjunction with the AGM on 6 October 2020
- the second SGM to confirm the decision to transfer to be held on 20 October 2020
- all meetings to be held in the open air in Queen's Crescent Garden at 12 noon
- entry by ticket only; tickets to be issued on a first-come, first-served basis
- proxy votes on all resolutions under consideration to be available to all members

PL undertook to circulate Notice of Meetings and Proxy Forms for approval prior to mailing.

(b) Risk Register

Reviewed, no amendment.

(c) RHSC – Fundraising

Need to enhance fundraising capacity recognised; RB to review document and update financial figures.

(d) The Directors' Report and Financial Statements 2019-20

Formally approved unanimously.

5 **Membership issues:**

(a) Communication

(i) *About St James*: thanks to RB for editing the recent edition and to HT for co-ordinating delivery; next issue in December.

(ii) Website: owing to lockdown RC and PL had been unable to address the issue of migration to the new site.

(b) Lapsed Member

PL reported that attempts to re-engage Exeter Spiritualist Centre (Roll No. 154) since September 2017 had failed. The most recent communication, sent 25 August, indicated removal from the Register and conversion of the shareholding of £5 to donation if no response. Action confirmed.

6 **Financial Report:**

Transactions to date:

	B/f				54,847.50	
27/7/20	Stormpress (printing)			323.00	54,524.50	Newsletter
28/7/20	ESJF	323.00			54,847.50	Newsletter
3/8/20	Classic Gates & Railings			3,685.00	51,162.50	Railings
6/8/20	Edward Hitchen			2,016.00	49,146.50	Brick balance
17/8/20	Edward Hitchen			2,688.00	46,458.50	Bricks
19/8/20	SWLS Ltd			360.00	46,098.50	Survey work
28/8/20	COIF			394.85	46,493.35	Interest

Unrestricted funds at £499; restricted at £107,000.

7 **Queen's Crescent Garden:**

(a) No PT meeting held owing to lockdown restrictions.

(b) Works update:

- Construct had utilised all bricks and will return to complete work when new supplies obtained; interim invoice for £6k to be paid; reclaimed bricks stored at the Mosque not suitable as of different dimensions
- Hitchens report new bricks available in 4 weeks; approximate cost of 4 pallets £2,150
- Granite setts donated by Marshalls due for delivery on 9 September; will need cutting, EO to clarify with Construct
- Railings – work currently ongoing
- Lamp post re-siting – DCC advise cost between £850 and £1,000

(c) Event

Request from Exeter University Islamic Society to use QCG on 29 September granted for up to 30 people; no charge; RC to advise re. building work and Covid-19 restrictions.

(d) Planter

Residents had voted for Option 2.

8 **Date of next meeting:** Tuesday 10 November at 1.30pm.

The meeting closed at 2.45pm.