

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD ONLINE ON TUESDAY 9 MARCH 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 inaugural Board meeting held 12 January 2021:**

(a) Approved.

(b) No matters arising.

4 **Governance Issues:**

(a) Risk Register

Considered at item 8 of this agenda.

(b) RHSC – Fundraising

Imperative to secure funding to cover running costs noted.

5 **Membership issues:**

(a) No membership applications.

(b) About St James

RC reported advice received regarding appropriate print colours for those with sight problems; it was agreed that the next newsletter should include a clear notice directing such readers to the website edition which could be digitally enlarged.

To ascertain the correct number of copies required for each delivery round an audit of the next edition to be undertaken.

Arrangements for the spring newsletter to be considered at the Board meeting in May.

(c) Website

Owing to lockdown no progress had been made in migration to the new website; accrued web hosting costs (shared with ESJF) of £324.95 arise.

The possibility of a dedicated Trust website to be held in abeyance pending resolution of the future of ESJF.

(d) Advertising

ESJF had not produced a volunteer to take on this task; RC agreed to contact local businesses; the current rate card to be circulated to all Board members.

6 **Financial Report:**

RB thanked for previously circulated documents. Fundraising remains a priority; unrestricted funds inadequate at £192.

Remaining QCG budgeted costs: railings (up to £4,000) and waste removal.
 Unbudgeted costs: TRO for the vehicular entrance, re-siting of lamp post, refurbishment of the Longbrook Street wall and the purchase of a lawnmower.

To date Phase 1 of the restoration of QCG had cost more than £80,000. EO agreed to consult with FO to revisit original Masterplan to inform the next stage of fundraising

Transactions to date:

B/f					23,124.40	
24/01/21	DCC	1,000.00			24,124.40	QCG/Locality award
23/02/21	Construct		8,113.18		16,011.22	QCG
25/02/21	Classic Gates		3,337.20		12,674.02	QCG
26/02/21	COIF	388.87			13,062.89	Investment interest
02/03/21	Dan Lott		324.95		12,737.94	Web hosting
07/03/21	ESJF	162.48			12,900.42	Web host/50% costs

Directors agreed unanimously with RB's recommendation to accept the CCLA invitation to switch the Trust COIF Charities General Investment Fund to the COIF Charities Ethical Investment Fund.

7 Queen's Crescent Garden:

EO thanked for the written report of the PT meeting held on 2 March.

- (a) Site Clearance: removal of waste urgent; RC had obtained quotes from Steve Brook Haulage (estimated cost up to £4,000); agreed to form a working party to get site ready before disposal.
- (b) Pura Vida: local café requesting use QCG for its customers while lockdown restrictions prohibit indoor service; agreed in principle in return for a donation; a more formal agreement to be negotiated when current regulations are relaxed; RC to pursue any planning, health and safety and environmental issues with ECC, arrange a site meeting with the owner and circulate a draft agreement.
- (c) South West Water: grants of up to £5,000 available from SWW Neighbourhood Fund; to be eligible a standalone project was required; referred to the PT for consideration and decision.

8 Risk Register:

The previously circulated document was considered and appropriately amended.

9 Date of next meeting: Tuesday 4 May 2021 at 1.30pm.

The meeting closed at 2.50pm.