

EXETER ST JAMES NEIGHBOURHOOD TRUST LTD

MINUTES OF THE BOARD MEETING HELD ONLINE ON TUESDAY 10 NOVEMBER 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 8 September 2020:**

(a) Approved.

(b) No matters arising.

4 **Governance Issues:**

(a) Transfer of Engagements

Owing to revised Coronavirus regulations (rule of 6) scheduled meetings attended by Directors only, postponed by one week - AGM and first SGM held on 13 October, second SGM on 27 October. Record of relevant voting as follows:

Voting First SGM to resolve to transfer from ESJNT to ESJCT:

Votes cast		56
Invalid		0
For		56
Against		0
% for		100

Voting Second SGM to approve transfer:

Votes cast		47
Invalid		0
For		47
Against		0
% for		100

FCA acknowledged receipt of transfer documents 29/10/20, outcome awaited.

(b) Risk Register

RB to update following FCA decision.

(c) RHSC – Fundraising

Difficulty in current climate of securing funds and recruiting fundraising expertise noted.

5 Membership issues:

(a) Communication

(i) *About St James*: RB to circulate for articles for the next edition, copy deadline date of 23 November; RC to contact Stevie King re. typesetting for publication in early December; 4 or 2 page edition dependent on material submitted.

(ii) Website: no progress to report on migration to new site.

(b) Lapsed Member

PL reported that repeated attempts to contact member, Roll number 241 (shareholding 5 x £1 ordinary shares), had proved unsuccessful. Last letter to known address returned "Not known"; notice given by email on 9/10/20 that unless contact made to the contrary, member's name would be removed from the register and the shareholding converted to a donation. Agreed unanimously.

(c) Other

The following member's resolution, deferred from the AGM, was considered:

In order to encourage and increase participation of Members of the Trust resident outside St James, this meeting resolves that:

The "About St James" newsletters are emailed to Members, who so wish, at the same time as they are published on exeterstjamesforum.org

It was resolved, with Forum agreement, that in future when each edition is published members would be emailed with a link to the website where the newsletter could be read or downloaded.

6 Financial Report:

Transactions to date:

	B/f			46,493.35	
9/9/20	Construct		6,000.00	40,493.35	QCG
10/9/20	Classic Gates		990.00	39,503.35	"
17/9/20	Harry Temple		89.65	39,413.70	"
24/9/20	Edward Hitchen		2,150.40	37,263.30	"
15/10/20	Robyn Connett	30.00		37,293.30	Donation
19/10/20	Classic Gates		2,024.00	35,269.30	QCG
28/10/20	Edward Hitchen		537.60	34,731.70	"
29/10/20	Construct		3,000.00	31,731.70	"
6/11/20	Construct		2,850.00	28,881.70	"
	Construct		2,000.00	26,881.70	"
	Harry Temple		10.95	26,870.75	Planter

In addition PL reported that the two DCC Invest in Devon grants, for QCG boundary wall restoration previously approved by Cllrs. Aves and Prowse, a total of £4,000, were received on 9/11/20.

RB spoke to accounts, previously circulated, estimating approximately £25k remaining for QCG works.

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Queen's Crescent Garden:

(a) The PT report of the meeting held online on 6/11/20 was received.

- Construct were finishing off cutting granite setts to complete the York Road entrance, additional cost of paving work awaited; invoices paid to date £13,850
- Construct to submit a quotation for laying matching granite setts at the other two entrances
- Other Phase 1 expenditure to be considered: TRO and associated costs, purchase of vehicular bollards, site clearance.

(b) Waste Bins – FO/EO to investigate to advise ECC of specifications.

(c) Mowing machine – replacement required.

(d) Planter – all completed bar one plant.

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Date of next meeting: Tuesday 12 January 2021 at 1.30pm.

The meeting closed at 2.25pm.