

## EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD ONLINE ON TUESDAY 12 JANUARY 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 (i) **Minutes of the inaugural Board meeting held 13 October 2020:**

(a) Approved.

(b) No matters arising.

(ii) **Minutes of the final meeting of the Board of Exeter St James Neighbourhood Trust (ESJNT)** held online 10 November 2020 were received.

4 **Governance Issues:**

(a) Transfer of Engagements

(i) Cancellation of ESJNT - confirmed by FCA on 16 December 2020.

(ii) Society Rules – noted that year-end of the society would be 31/3/21; first AGM required before 30/9/21 and AR30 (annual return to FCA) by 31/10/21.

(b) Risk Register

A revised version incorporating the transfer of engagements was considered and amended. An absence of adequate provision for running costs identified as a major weakness.

(c) RHSC – Fundraising

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

5 **Membership issues:**

(a) Applications: Directors considered and gave formal approval to the single application (Roll number 267); £3,955 shares sold. Use of the Society Seal agreed for certificate 267.

(b) Shareholdings: PL reported that at the transfer of engagements the Society numbered 255 members, raising total share income of £3,935; since inception 8 members had left converting 115 ordinary shares to donations, leaving share capital at £3,820.

(c) Communication:

(i) About St James – thanks to RB for co-ordinating the publication of the recent edition; RC following up an issue with colour printing contrast which could cause issues for those with sight problems; quotas for each distribution

round may need revision; agreed to recommend to ESJF to keep existing advertising rates for 2021.

(ii) Website – PL reported updating the site to reflect the transition to the new society; no progress made on migration to new site during lockdown.

## 6 **Financial Report:**

RB spoke to previously circulated documents: statement of accounts from March 2020 to date, balance sheet for January 2021 and breakdown of restricted and unrestricted funds. The latter recognised as inadequate at £284 and only £3k of £92k QCG unrestricted funds remain uncommitted.

Transactions to date:

	B/f			26,870.75	
09/11/20	DCC	4,000.00		30,870.75	QCG IID grant
12/11/20	Construct		1,750.00	29,120.75	QCG
26/11/20	Colin Hardy		264.58	28,856.17	Insurance
30/11/20	Membership share	20.00		28,876.17	Roll No.267
	COIF	388.87		29,265.04	Inv interest
02/12/20	Classic Gates		2,832.50	26,432.54	QCG
15/12/20	Stormpress		323.00	26,109.54	Printing
16/12/20	Broxap		603.60	25,505.94	QCG
31/12/20	Robyn Connett		151.82	25,354.12	Planter costs
07/01/21	Classic Gates		2,622.72	22,731.40	QCG
11/01/21	ESJF	393.00		23,124.40	ASJ costs

PL reported that Cllr. Su Aves had indicated approval of Locality grant of £1,000 towards cost of laying granite setts to the two remaining QCG entrances.

## 7 **Queen's Crescent Garden:**

Construct to return to complete work at the beginning of February. Discussions regarding runoff and possibility of cutting setts to maximise use of donated granite to take place before commencement of work.

EO to follow up on the following issues:

- options for litter bins
- cost of extra granite if required
- contact with Paul Clay (Classic Gates) re. installation of railings
- temporary solution to base of steps at new entrance

RC to convene Project Team meeting once Construct back on site.

## 8 **Date of next meeting:** Tuesday 9 March 2021 at 1.30pm. HT to host using unlimited Zoom facility.

The meeting closed at 2.35pm.