

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON
TUESDAY 14 SEPTEMBER 2021 AT 10.30AM

Present: Robyn Connett (RC), Paul Layton (PL), Harry Temple (HT)

RC took the chair.

1 **Apologies:** Rebecca Bower (RB), Beth Osment (EO)

2 **Conflict of Interest:** none.

3 **Minutes of the Board meeting held 15 June 2021:**
Approved.

4 **Governance Issues:**

PL drew attention to the following requirements:

- (i) submission of AR30, the annual return to the FCA, by 31 October 2021
- (ii) Trust AGM to be held before the end of September 2022.

It was proposed that future AGMs should be held closer to the end of the financial year. The date of the 2022 AGM to be set at a later meeting.

5 **Membership issues:**

(a) Applications - two Board resolutions conducted under Rule 94 granting approval to membership of Roll Nos. 268, 269 and 270, held 17 and 29 June 2021, were formally received.

(b) Withdrawal of Shares - a request to withdraw from membership on behalf of Roll No. 108 and repay 15 x £1 shares was granted.

(c) Shares to Donation – communication received from Roll No. 210 requesting cancellation of membership and conversion of shareholding to a donation to the Trust.

(d) Untraced Members – PL reported that, under the provision of Rules 33 and 34, he had formally written to the registered addresses of 27 members on 29 June 2021. By the end of the notice period, 1 September 2021, only 2 members had responded. The Board approved revision of the Register of Members and removal of 25 members: Roll Nos. 160, 161, 163, 164, 167, 170, 173, 174, 175, 176, 177, 178, 179, 180, 184, 185, 186, 187, 189, 190, 192, 193, 257, 258 and 265. A total of 125 x £1 shares cancelled, forfeit to the Society.

(e) About St James – HT undertook to circulate results of the audit conducted during the recent delivery of the spring newsletter. The following dates were proposed for the next edition:

Copy deadline	Mon 22 November
Typesetting	Mon 29 November
Printing	Mon 6 December
Distribution	Fri 10 December

6 **Financial Report:**

The SOFA and Statement of Restricted Funds to the end of August 2021 previously circulated by RB were received.

Transactions to date:

B/f				5,969.14	
16/6/21	Advert Income	100.00		6,069.14	Harry's
17/6/21	Membership Shares	40.00		6,109.14	Roll Nos. 268,269
	Advert Income	50.00		6,159.14	Eat Your Greens
27/6/21	ESJF	331.37		6,490.51	Newsletter
28/6/21	Printing		331.37	6,159.14	Stormpress
29/6/21	Membership Shares	10.00		6,169.14	Roll No. 270
	Mrs S Cosgrove	15.00		6,184.14	Trust/donation
06/7/21	Plant & Book Sale	580.58		6,764.72	Cash receipts
	Robyn Connett		66.00	6,698.72	QCG Rats
16/7/21	Robyn Connett		28.84	6,669.88	QCG seed & oil
31/8/21	COIF	394.85		7,064.73	Investment income

7 **Queen's Crescent Garden:**

The previously circulated PT report of the meeting held on 9 September 2021 was received. RC to circulate an updated version of the QCG Risk register.

8 **Risk Register:**

Nothing to report.

9 **Date of next meeting:** Tuesday 23 November 2021 at 10.30am.

The meeting closed at 11.30am.