

## EXETER ST JAMES COMMUNITY TRUST LTD

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

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

RC took the chair and welcomed members to this first face to face meeting since the relaxation of Covid regulations.

1 **Apologies:** Rebecca Bower (RB).

2 **Conflict of Interest:** none.

3 **Minutes of the Board meeting held 9 March 2021:**

(a) Approved.

(b) Matters arising:

7(b) Community Asset Transfer - although not described so at the time RC reported that ECC considered the Trust lease of QCG to be an example of CAT.

4 **Governance Issues:**

AGM

(i) Arrangements - in view of the uncertainty regarding Covid restrictions and the holding of indoor meetings it was agreed that the AGM on 20 July would be held at 9 West Avenue at 6.00pm and restricted to Directors only; members participation to be encouraged using proxy voting.

(ii) Resolutions – the Board agreed unanimously to recommend the following for members' approval:

- the re-election of Robyn Connett, Paul Layton, Rebecca Bower, Harry Temple and Beth Osment as Directors (Rule 75)
- exemption from the requirement to appoint auditors under S84 of the Co-operative and Community Benefit Societies Act 2014 (Rule 130)

(iii) PL to send appropriate notice to members by week ending 2 July.

5 **Membership issues:**

(a) No membership applications.

(b) About St James

RC reported that ESJF had agreed to fund the entire cost for the spring edition; the Trust to cover the autumn edition. Copy with typesetter for printing in time for delivery week ending 25 June. HT agreed to co-ordinate distribution and to undertake an audit of numbers required for each delivery round.

(c) Website

PL undertook to update the website and upload new advertisers' artwork.

6 **Financial Report:**

RB thanked for previously circulated statement of accounts and balance sheet documents; the need to increase unrestricted funds reiterated.

It was agreed to purchase a petrol strimmer using some of the unspent money in the QCG account: HT undertook to investigate and circulate costs of suitable options.

It was agreed that RB should be added to the list of Bank account signatories.

Transactions to date:

B/f				6,196.29	
13/5/21	Advert income	50.00			Saunders
19/5/21	Classic Gates		772.00	5,474.29	QCG/railings
28/5/21	COIF	394.85		5,869.14	Interest
12/6/21	Advert income	100.00		5,969.14	Best Tyres

7 **Queen's Crescent Garden:**

The following were noted:

- the final section of railings had been installed
- Inspector Simon Arliss had arranged for CCTV coverage to be operational by the end of the year
- a recent rough sleeper incident had been resolved
- site meeting being arranged with Cat Chambers of ECC re precise location of bins; Board agreed strong preference for siting of QC and Longbrook bins on pavement not granite entrances
- plant and book sale arrangements for Saturday 3 July; Penguin Pizza to donate all profits to the Trust.

Funding & Resources - RC drew attention to the Directory of Social change, an online subscription platform offering access to over 18,000 funders giving a total of £8 billion; other sites to explore include Semble, Locality and National CLT Network.

8 **Risk Register:**

RB thanked for the previously circulated document. Need to liaise with newly elected Councillor, Martin Pearce, noted.

9 **Date of next meeting:** Tuesday 14 September 2021 at 10.30am.

The meeting closed at 11.45am.