

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON
TUESDAY 3 MARCH 2020 AT 10.30AM

Meeting postponed from 7 February 2020

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

RC was appointed chair.

1 **Apologies:** none.

2 **Conflict of Interest:** none.

3 **Minutes of the Board meetings held 7 January 2020:**

(a) Approved.

(b) No matters arising.

4 **Governance Issues**

(a) Transfer of Engagements

(i) Confirmation awaited from the FCA of the name change of the society from ESJCT to ESJNT following approval by members of the resolution tabled at the SGM on 5 February.

(ii) It was resolved unanimously to set up a new wholly charitable Community Benefit Society under Co-ops UK Rules with the name Exeter St James Community Trust Ltd; all Directors signed as founding members; documents to be sent to Co-ops UK to register with the FCA.

(iii) Pending FCA confirmation of the name change the following resolution of the Board was approved:

That this meeting of the Board of ESJNT hereby resolves to transfer the whole of the stock, property and other assets and all engagements of the society to ESJCT. Each member of ESJNT to hold paid up shares in ESJCT equal to the amount standing to the credit of each member in the share ledgers of ESJNT on the date when the transfer of engagements becomes effective.

(iv) A similarly worded model resolution was approved to be put to members at a SGM once the new ESJCT is registered with the FCA.

(v) Voting arrangements at future General Meetings to include provision for proxy voting by appointment of a Voting Representative; PL produced template which was amended and approved.

(vi) It was agreed that reimbursement to cover additional costs should be sought from Wessex Community Assets once the transfer of engagements process is completed.

(b) Risk Register:

The RR was reviewed and updated.

(c) HLF Resilient Health Strength Checker
Agreed to review annually and to remain vigilant about opportunities to extend expertise in the area of fundraising.

5 Membership Issues

(a) There were no applications for membership. Directors resolved to accept no new applications during the interim ESJNT period.

(b) Communication:

(i) *About St James* – the spring edition was due in early May; copy deadline to RB 27 April; RC to contact current advertisers re. renewal; possible mail shot to other local businesses considered.

(ii) Website – payment of web hosting invoice of £114.99 approved (50% to be recouped from ESJF); PL and RC to meet to look at migration to new site.

(c) PL agreed to contact next of kin in respect of two deceased members (Roll Nos: 107 and 259).

6 Financial Report

(a) Transactions to date:

B/f			53,970.15*	
04/02/20	P Layton	19.20	53,950.95	AGM photocopying
13/02/20	R Connett	41.20	53,909.75	Planter costs

* Chq No. 200034 £37.50 to St Sid's PS for AGM Room Hire outstanding; balance at bank £53,947.25

(b) The statements of financial activities to 15 February 2020 were considered and received.

7 Queen's Crescent Garden

The QCG PT Report of 21 January 2020 was received. The following matters were considered:

(i) The bid to MHCLG for Pocket Park funding had not been successful.

(ii) EO reported that three contractors to complete the wall restoration and new entrance had been identified. Directors considered the respective merits of each and determined that work should be offered to local builder Dessie Belcher; anticipated start mid/end April at an approximate cost of £9.5k.

(iii) Queen's Crescent vehicle opening –

- RC reported that DCC Highways officer, James Bench, confirmed no reduction of the £3k upfront application fee to amend a Traffic Order and that any refund was unlikely considering officer-hours involved in dealing with potential objections;
- advice is awaited from DCC officer, Ian Andrews, regarding the cost of repositioning the lamp post, and whether this would necessitate an additional light;
- Cllr. Su Aves has stated that the decision over the dropped kerb and loss of 2 parking spaces would be her call and HATOC would not be involved and suggested that, as Ian Andrews had reconsidered the

safety of the Longbrook entrance subject to reducing the wall height, this should be explored further;

- FO to be asked to contribute to the preparation of a paper to emphasise why the QC entrance is preferred on grounds of design and health and safety.

(iv) Matt Hlland, ECC Resource Recovery Manager, has kindly agreed to donate some industry-standard litterpickers and hoops for use in QCG.

(v) Planter – spring bulbs beginning to flower; Hugo Bugg had agreed to draw up three designs to be included in *ASJ* for the community to vote on.

8. Date of Meeting

The next meeting of the Board: Tuesday 14 April 2020 at 10.30am.

The meeting closed at 12.20pm