

## EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON TUESDAY 7 JANUARY 2020 AT 1.30PM

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

RC took the chair.

1 **Apologies:** none.

2 **Conflict of Interest:** none.

3 **Minutes of the Board meetings held 29 October 2020:**

(a) Approved.

(b) Matters arising:

4(e) Insurance renewal - RC, RB and PL attended a meeting with broker, Julian Sage, on 5 November. Cover for members and non-members acting under Trust instruction confirmed. Premium raised to £589.70 based on annual turnover in excess of £50k.

4 **Governance Issues**

(a) Transfer of Engagements

A revised flow chart summarising the process of transfer was considered. To be circulated to members at the SGM held to change the society name immediately following the AGM.

(b) AGM

(i) Date confirmed - Wednesday 5 February 2020 at St Sidwell's Primary School, 7.00 to 7.20pm. To be followed by the SGM, 7.20 to 7.30pm.

(ii) Directors - RC and EO, to stand down (under Rule 19), were both duly nominated for re-election; PL, HT and RB to continue.

(c) Risk Register:

The RR was reviewed.

(d) HLF Resilient Health Strength Checker

The need to increase unrestricted funds was reiterated. The recent advert in "ASJ" for fundraising expertise had not produced results.

(e) FCA:

PL confirmed submission and acknowledgement of receipt of the AR30 annual return by the deadline of 31 October. The annual fee (£67 in 2018) for registered mutual societies now discontinued and no longer payable.

5 **Membership Issues**

(a) Applications: none.

(b) Seal: n/a

(c) Communication: PL undertook to complete AGM mailing to members by the 21 day notice period.

## 6 Financial Report

(a) Transactions to date:

B/f			54,919.05	
5/11/19	Colin Hardy	589.70	54,329.35	Insurance
	Edward Hitchen	672.00	53,657.35	Brick deposit
13/11/19	ECC	300.00	53,957.35	Ward grant/planter
29/11/19	COIF	373.30	54,330.65	Investment income
3/12/19	Stormpress	323.00	54,007.65	Newsletter
	St Sid's PS	37.50	53,970.15	AGM room hire

(b) Accounts to December 2019:

RB spoke to previously circulated spreadsheets. Noted availability of £122,000 restricted and only £196 unrestricted funds. Agreed to purchase litter pickers from QCG waste management restricted funds (£54,869).

## 7 Queen's Crescent Garden

The QCG PT Report of 26 November 2019 was received. The following matters were considered:

- (i) Non response from Steve Farley (preferred contractor for completion of wall restoration and new entrance) required urgent investigation of an alternative. EO to co-ordinate enquiries and be first point of contact.
- (ii) Bid for MHCLG Pocket Parks funding of £25k submitted for construction of internal paths.
- (iii) Railings - a revised quotation of £18,800 from Classic Gates & Railings approved. EO to confirm and explain possible delay pending completion of boundary work.
- (iv) Following a site meeting with Ian Andrews (DCC Highways) RC undertook to ascertain exact costs involved to decommission up to two residents' parking spaces and relocate the lamppost to accommodate the new entrance.
- (v) Planter – planting of spring bulbs undertaken following receipt of the ECC ward grant (£300); RC confirmed that Hugo Bugg was willing to draw up 3 different plans for planting to be voted on by the community.
- (vi) The revised QCG Risk Register previously circulated was noted.

## 8 Exeter Community Forum

Following the disbandment of ECF it was resolved to remove this item from future agenda.

## 9. Date of Meeting

The next meeting of the Board: Friday 7 February 2020 at 10.30am.

The meeting closed at 12.00 noon.