

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON TUESDAY 10 JULY 2018 AT 10.00AM

This meeting postponed from 26 June 2018.

Present: Robyn Connett (RC), Paul Layton (PL), Beth Osment (EO), Aylwyn Bowen (AB)
RC took the chair.

- 1 **Apologies:** Rebecca Bower, Harry Temple

- 2 **Conflict of Interest:** none.

- 3 **Minutes of the Board meeting held 8 May 2018**
 - (a) Approved.
 - (b) Matters arising: none.

- 4 **Governance Issues**
 - (a) General Data Protection Regulation (GDPR):
The Board was indebted to RB for taking on the task of meeting and managing GDPR requirements through the Trust email client, MailChimp. It appeared that only one member had unsubscribed as a result. PL had written to all 34 non-email members and received 9 responses, 6 of whom had supplied email addresses.
 - (b) Risk Register (RR):
Directors were asked to consider the draft policy relating to the ECC dowry as a priority. In RB's absence RC undertook to coordinate responses.
 - (c) AGM arrangements:
A date in November was provisionally agreed. Item deferred to the next Board meeting.

- 5 **Membership Issues**
 - (a) Applications: Directors considered and gave formal approval to the 18 applications received (Roll numbers 240 - 258); 3870 shares sold.
It was agreed to order a further 100 share certificates and to print additional application forms.
 - (b) Seal: use of the Society Seal approved for certificate numbers 240 - 258.
 - (c) Communication
 - (i) Newsletter: the next edition would be published in November/December; RC had identified a further potential advertiser.
 - (ii) Website: PL and RC still to meet with AB regarding migration to the new site; notice of the Trust privacy policy now on the home web page; AB to liaise with Dan Lott regarding cookies.

- 6 **Financial Report**
 - (a) Transactions to date:

		<u>credit</u>	<u>debit</u>	<u>balance</u>
B/f				£ 57,214.06
03 May 2018	Advert Income	£ 50.00		£ 57,264.06
	Advert Income	£ 100.00		£ 57,364.06
21 May 2018	Stormpress (printing)		£ 323.00	£ 57,041.06
	Dan Lott		£ 74.99	£ 56,966.07
	Advert Income	£ 50.00		£ 57,016.07
06 June 2018	Advert Income	£ 100.00		£ 57,116.07
07 June 2018	ESJF	£ 37.50		£ 57,153.57
12 June 2018	Advert Income	£ 100.00		£ 57,253.57
02 July 2018	ECC	£ 300.00		£ 57,553.57
	Event Hire Solutions ¹		£ 108.00	£ 57,445.57
06 July 2018	OTB Eveling ²		£ 600.00	£ 56,845.57

1 Hire of portaloos for QCG "Rise & Shine" event

2 Legal fee quoted (£500 at 50% of community rate) did not include VAT

It was noted that ECC Ward grant of £300 (received) and DCC Locality grant of £344 (promised) were to cover "R&S" costs. In addition to payment to performers (£250 to Spin2, £180 to Spangles) all other reasonable expenditure on the temporary event licence (£21), necessary safety equipment, publicity (i.e. £50) and food and drink was authorised.

7 **Queen's Crescent Garden**

RC spoke to the written report (previously circulated). The momentous news that the QCG Lease had been signed on 29 June 2018 was warmly received.

Much discussion took place regarding arrangements for the "R&S" celebratory event to be held in QCG on Saturday 21 July.

8 **Exeter Community Forum**

Following the previous Board meeting PL had circulated information concerning ECC's unilateral decision to change Grass Roots Grant arrangements including suspension of the current round of awards, a cap of £10k on future grants and a reconstitution of the awards panel. PL to contact the Chair of ECF for further information and to ascertain the legal position in respect of the neighbourhood portion of CIL; RC to alert ESJF SG.

RC to attend DCC's Crowdfund Devon Launch and Workshop on 12 July, PL to attend similar ECC event on 25 July.

9. **Date of Meeting**

The next meeting of the Board: Tuesday 25 September 2018 at 10.00am.

10. **AOB**

It was with regret and understanding that the Board accepted notice from AB that he will stand down as a Director at the forthcoming AGM following his move away from St James. Directors were unanimous in proposing a vote of thanks to Aylwyn, a founder member, for his commitment to the Trust and in particular for his graphic skills which had been critical to the success of the project. The Board is extremely grateful that he will continue to lend his design expertise to our cause.

The meeting closed at 11.40am.