

EXETER ST JAMES NEIGHBOURHOOD TRUST LTD

MINUTES OF THE BOARD MEETING HELD ONLINE ON TUESDAY 14 JULY 2020 AT 1.30PM

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

Meeting postponed from 14 April 2020

RC took the chair.

1 **Apologies:** none.

2 **Conflict of Interest:** none.

3 **Minutes of the Board meeting held 3 March 2020:**

- (a) Approved.
- (b) No matters arising.

4 **Governance Issues:**

(a) Transfer of Engagements

- (i) Change of Society name to ESJNT Ltd confirmed by FCA on 10 March 2020.
- (ii) Registration of “new” ESJCT Ltd confirmed by FCA on 27 March 2020 as Community Benefit Society, Registration No. 8372.
- (iii) Charitable status of ESJCT Ltd confirmed by HMRC on 10 June 2020.
- (iv) SGM arrangements to complete transfer from ESJNT to ESJCT considered in light of difficulties posed by the current Covid-19 pandemic. Digital (online) meetings would disenfranchise some members. Preference was for physical meetings at an appropriate venue to allow:
 - a gathering of the Society’s quorum (26) whilst respecting government social distancing guidance
 - encouragement of members to use the proxy voting procedure.

PL undertook to seek advice from Co-ops UK.

(b) Risk Register

The RR was reviewed and updated.

(c) Resilient Health Strength Checker

The need to identify and appoint a fundraising lead noted.

5 **Membership issues:**

Communication

- (i) *About St James:* thanks to RB the Forum had secured a grant of £770 from ECC’s Covid-19 Community Action Fund to cover the cost of this year’s two editions; regular advertisers given a 12 month advert holiday; the delayed Spring edition to go to print at the end of the week; HT volunteered to collate distribution/delivery.

(ii) Website: owing to lockdown RC and PL had been unable to address the issue of migration to the new site.

6 Financial Report:

Transactions to date:

B/f				53,909.75	
28 Feb 20	COIF	373.60		54,283.35	Investment int
04 Mar 20	Dan Lott		114.99	54,168.36	Web SSL
09 Mar 20	ESJF	57.50		54,225.86	Web SSL/50%
11 Mar 20	Dan Lott		159.97	54,065.89	Web hosting
16 Mar 20	ESJF	79.99		54,145.88	Web host/50%
30 Mar 20	Rebecca Bower	500.00		54,645.88	Donation
14 Apr 20	Dan Lott		80.00	54,565.88	Web debug fix
	DCC		65.00	54,500.88	QCG TRO fee
02 May 20	Robyn Connett		24.23	54,476.65	Hi Vis jackets
05 May 20	ESJF	40.00		54,516.65	Web debug/50%
29 May 20	COIF	394.85		54,911.50	Investment int
01 July 20	Robyn Connett		64.00	54,847.50	QCG rat destruct

RB spoke to two sets of documents: the draft Directors' Report/SOFA for 2019/20 (to be tidied up for approval at the next meeting of the Board) and accounts to end of June 2020. The lack of unrestricted funds noted.

EO undertook to circulate an updated account of costs committed so far to the current phase of QCG project works.

7 Queen's Crescent Garden:

(a) Minutes of the ad hoc meeting held 19 June 2020: approved

(b) Matters arising

(i) Works Package:

- Dessie Belcher had withdrawn necessitating approach to the two other builders who had originally tendered. Construct's quote of £11,850 (including VAT) was accepted, assuming all insurance requirements met, with a start date of 3 August; work expected to be completed in 6 weeks.
- EO to prepare documents for the DCC highways licence which PL would submit formally on behalf of the Trust.
- Construct known to Hitchens so could deal direct re delivery of bricks.
- EO to notify Paul Clay (railings contractor) of the appointment and request liaison directly with Construct.
- Construct to be asked to assess viability of the use of bricks which require cleaning currently stored at the mosque.
- Secure storage of bricks and equipment needed clarification.
- HT offered to be available to liaise with Construct when FO and EO away.

(ii) Other:

- Rats - infestation, encouraged by overgrown/uncleared vegetation at borders, being dealt with
- Borders - need to be cleared to assist building work; strimming parties to be organised when appropriate
- Needles – recent increase noted; police informed.
- Fly-tipping – no repeat occurrence to date.

8 **Date of next meeting:** Tuesday 8 September at 1.30pm.

The meeting closed at 2.40pm.