

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON TUESDAY 24 JANUARY 2017 AT 10.00AM

Present: Aylwyn Bowen (AB), Robyn Connett (RC), Paul Layton (PL), Beth Osment (EO)
Rebecca Bower (RB)

RC took the chair and welcomed RB to her second meeting of the Board.

1 **Apologies:** Harry Temple

2 **Conflict of Interest:** none.

3 **Minutes of the Board meeting held 22 November 2016**

Approved.

4 **Governance Issues**

There had been no further contact with the FCA regarding the submission of Form AR30. The Board was grateful to RB who was in the process of preparing accounts to satisfy both FCA and HMRC requirements.

5 **Membership Issues**

(a) Applications: Directors considered and gave formal approval to the single application received (Roll number 231); 3725 shares sold.

(b) Seal: use of the Society Seal approved for certificate number 231.

(c) Communication:

(i) Website: examples of WordPress software to improve and update the website were referred to; AB advised that Dan Lott had quoted a sum of £250 to set up a new system; it was agreed to recommend to the Forum SG that this should be accepted.

(ii) "About St James": the vacant position of editor was noted.

(iii) Facebook/Twitter: it was recognised that these platforms could have an important umbrella function in "spreading the word" for both Trust and Forum; BO undertook to investigate.

6 **Financial Report**

Transactions to date:

| | <u>Credit</u> | <u>Debit</u> | <u>Balance</u> | |
|----------|---------------|--------------|----------------|--------------|
| B/f | | | 6,933.97 | |
| 22/11/16 | | 305.97 | 6,628.00 | Insurance |
| 15/12/16 | 5.00 | | 6,633.00 | Share income |
| | | 302.00 | 6,331.00 | Newsletter |

| | | | |
|----------|--------|----------|----------------|
| 20/12/16 | 128.50 | 6,459.50 | 50% newsletter |
| 10/01/17 | 50.00 | 6,509.50 | ECC advert |

PL explained that the sum of £128.50 received from the Forum for the 2016 editions of the newsletter represented half of the total cost of £257.00 (£607 print costs - £350 advert income).

RB presented Income & Expenditure accounts for 2014/15 and 2015/16 and explained that accounting principles for charities require a distinction between restricted and unrestricted income: restricted funds to be used for a specific purpose or project; unrestricted for any purpose.

Analysis of the figures presented revealed a sum of £561.40 (QCG planning application) as an unrestricted cost. RB undertook to reallocate this to restricted funding and adjust figures accordingly. RC agreed to request reimbursement from the Forum's QCG fund.

PL and RB agreed to meet in order to clarify finances in respect of accrual accounting in order to be able to meet HMRC and FCA requirements.

RC proposed, PL seconded and it was agreed unanimously that RB be appointed an additional Director of the Board.

7 **Queen's Crescent Garden**

- (a) CPO: there had been no response from ECC regarding progress with the CPO.
- (b) Lease: Keith Biggs had reported sight of two documents drafted by ECC largely following the agreed Heads. The first, an Agreement to take the Lease, would not be signed until the CPO has been confirmed in order to remove the need for clauses conditional on the confirmation; the second, the Lease itself, was for 125 years at peppercorn rent. Concern remained over certain clauses regarding boundaries and access to open land in respect of the Trust's liability.
- (c) Locality Grant: Cllr Jill Owen had indicated the availability of a further £5k grant for capital expenditure; before application RC to establish the time frame within which the money must be spent.
- (d) Bricks: a further donation, now stacked in QCG, had been received from a TWRA resident; an alternative, secure location to be explored.
- (e) Friends of QCG: such a group would need formal establishment once the lease with ECC is signed; discussion revealed a wish not to depart from the prior expectation that any group set up to manage projects should be headed by a nominated Director responsible for reporting to the Trust Board; it was resolved that such groups be called Project Teams.
- (f) Pocket Park Programme: RC requested assistance with completing application for the Community Green Flag Award, a requirement of the programme.

(g) Natural England: RC had been invited by Yvonne Salmon to welcome a group of professional people on a lunchtime WILT (walk, involve, learn, talk) event at QCG and give a talk about the history of, and plans for, our pocket park.

8 **St James Vegetable Gardens**

It was confirmed that HT had stood down from liaising with ESJVG on behalf of the Board. Thanks were recorded for his work and efforts in the difficult task of attempting to secure the lease with NR to the satisfaction of all concerned. Further, best wishes were accorded for a speedy recovery from his recent operation.

PL reported that latest versions of documents had been received from ESJVG but final versions for legal appraisal were still awaited. It was noted that a meeting between the Forum and ESJVG was arranged for 26 January.

9 **Exeter Community Forum**

Nothing to report; there had been no meeting since October 2016.

10 **Date of Meeting**

The next meeting of the Board: Tuesday 21 March 2017 at 10.00am.

11 **AOB:**

None.

The meeting closed at 12.00 noon.