

## EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON  
TUESDAY 25 JULY 2017 AT 10.30AM

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

RC took the chair.

1     **Apologies:** none.

2     **Conflict of Interest:** none.

3     **Minutes of the Board meeting held 23 May 2017**

Approved.

4     **Governance Issues**

(a) HMRC: Trust now registered for online delivery of Company Tax Returns.

(b) AGM:

(i) to be held Wednesday 11 or Wednesday 18 October, depending on room availability, at St Sidwell's Community Centre 6.00 to 7.00pm;

(ii) consistent with Rules 19.1 and 18.5, RC and AB (as the longest serving directors) and RB (as an appointed director) must stand down.

(iii) all directors expressed a willingness to be reappointed.

5     **Membership Issues**

(a) Applications: Directors considered and gave formal approval to the 4 applications received (Roll numbers 234 – 237); 3765 shares sold.

(b) Seal: use of the Society Seal approved for certificate numbers 234 – 237.

(b) Communication:

(i) Website: old news from current site to be transferred to a single news archive page on new site; relevant pictures to be similarly archived; agreed to archive Trust minutes by year; it was hoped the new site could be launched to coincide with the AGM.

(ii) "About St James": copy deadline of mid November for autumn edition, distribution early December; a one-off fee of £50 agreed for new advertiser, letting agents Palmer Collins.

6     **Financial Report**

Transactions to date:

	<u>credit</u>	<u>debit</u>	<u>balance</u>	
B/f			7,586.95	
19/06/17	10.00		7,596.95	Share Income
	50.00		7,646.95	Advert
24/06/17	50.00		7,696.95	Advert
26/06/17	100.00		7,796.95	Advert
08/07/17	10.00		7,806.95	Share Income
21/07/17	75.00		7,881.95	Advert
24/07/17	5.00		7,886.95	Share Income

## 7 **Queen's Crescent Garden**

(a) DCC Invest in Devon Grant: once the lease was signed £5,286 was available provided the Trust could demonstrate contractual commitment to capital works by 31 January 2018 and request payment by 9 March 2018. Thanks were accorded to Frazer Osment (FO) of LDA Design for satisfying DCC requirements by providing an estimate of £7,300 to complete the restoration of the Longbrook Street wall.

(b) Lease:

(i) RC and PL met with Keith Biggs, solicitor, at the end of May. He estimated the lease could be signed within a month once outstanding issues were resolved. Questions remain concerning responsibility for the current condition of QCG, including trees, regular litter removal and fly tipping.

(ii) RC had written to ECC CEO, Karime Hassan, with support from local Councillors to request his intervention to resolve these matters.

(iii) Peter Hearn (PH), ECC Strategic Planning Infrastructure Planning Officer, had responded in a positive and supportive manner: he instigated a tree survey indicating work at a cost of £3k would be required prior to the lease being signed; ECC would be responsible for litter bins outside QCG; a dowry was possible to cover fly tipping costs.

(iv) PH was encouraging and offering to assist with an application to Exeter Community Forum (ECF) for a Grass Roots Grant of up to £50k in order to complete restoration of the boundary walls and creation of new entrances; RC and PL would seek to meet with PH and FO as a matter of urgency in order to meet the bid deadline of 29 August 2017.

(v) Sands Civil and Structural Engineers of Hems Court had been contacted with a view to assisting with the mapping of underground utility services required prior to commencement of Phase 1 of the Masterplan.

(c) Insurance: no significant increase in risk was implied by signing the lease except for liability concerning trees which would require a survey and defects to be remedied; a written risk assessment for the whole site would be needed; an increase in public liability from £2m to £5m had been agreed.

(d) Bricks: a further load reclaimed from demolition at the rear of the Odeon cinema had been securely stored at the Mosque.

(e) Maintenance: regular mowing and litter picking by the rota of volunteers continues; a drop-in clean up session on 15 July prior to the visit of the RHS IYN judges was well supported.

## 8 **St James Vegetable Gardens**

Nothing to report. There had been no reply to either the letter to the Chair of SJVG of 24 March or to Ben Vosper, Network Rail, of 1 May.

9 **Exeter Community Forum**

PL spoke to a brief written report of the ECF AGM held on 20 July and confirmed the availability of Grass Roots Grant for Community Action of up to £50k.

10 **Date of Meeting**

The next meeting of the Board: Friday 15 September 2017 at 10.00am.

The meeting closed at 12.00pm.