

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON TUESDAY 25 SEPTEMBER 2018 AT 10.00AM

Present: Robyn Connett (RC), Paul Layton (PL), Beth Osment (EO), Aylwyn Bowen (AB), Harry Temple (HT, from 10.30)

RC took the chair.

- 1 **Apologies:** Rebecca Bower

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

- 3 **Minutes of the Board meeting held 10 July 2018**
 - (a) Approved.
 - (b) Matters arising: none.

- 4 **Governance Issues**
 - (a) HMRC:
Confirmation received that no Corporation Tax return due this year; request usually every five years for charities.
 - (b) Risk Register (RR):
Amended register noted with particular reference to the need to address ongoing financial viability.
 - (c) AGM arrangements:
Several midweek dates in late November considered. RC undertook to ascertain availability of St Sidwell's CofE Primary School as venue from 6.00 and 8.00pm.
Provisional programme: refreshments on arrival, business meeting from 6.30 to 7.00 followed by LDA presentation on revisions to the QCG masterplan.

- 5 **Membership Issues**
 - (a) Applications: Directors considered and gave formal approval to the 7 applications received (Roll numbers 259 - 265); 3930 shares sold.
 - (b) Seal: use of the Society Seal approved for certificate numbers 259 – 265 and for replacement certificate 196 (change of rep).
 - (c) Communication
 - (i) Newsletter:
 - thanks to Gaynor Carr who would be standing down as editor after the autumn issue, a new editor to be sought; AB to produce an editor's brief - a template - to assist the new incumbent;
 - community rate for "advertorial" type inserts considered; agreed to recommend to ESJF £30 for 1/4 page and £15 for 1/8 page per issue.
 - (ii) Website: AB to check with Dan Lott that current cookie policy complies with GDPR; notice on website and inclusion in the privacy policy required.

6 Financial Report

(a) Transactions to date:

		<u>credit</u>	<u>debit</u>	
B/f				£ 56,845.57
10/7/18	Membership Shares	£ 95.00		£ 56,940.57
12/7/18	S Eldridge		£ 180.00	£ 56,760.57
23/7/18	ESJF ¹	£ 1,806.37		£ 58,566.94
24/7/18	Rise & Shine income	£ 880.92		£ 59,447.86
	Robyn Connett ²		£ 21.00	£ 59,426.86
	Beth Osment ²		£ 76.58	£ 59,350.28
	Aylwyn Bowen ²		£ 102.14	£ 59,248.14
	Paul Layton ²		£ 29.60	£ 59,218.54
	Aylwyn Bowen (Stormpress) ³		£ 38.20	£ 59,180.34
25/7/18	Spin2		£ 250.00	£ 58,930.34
1/8/18	DCC	£ 344.00		£ 59,274.34
6/8/18	Membership Shares	£ 30.00		£ 59,304.34
18/8/18	Membership Shares	£ 10.00		£ 59,314.34
22/8/18	Membership Shares	£ 20.00		£ 59,334.34

1 Transfer of Forum QCG account

2 Rise & Shine expenses

3 Certificates & rate cards

Directors considered the breakdown of the Rise & Shine account (previously circulated); thanks recorded to ECC and DCC Councillors for grant assistance and Exeter Mosque for a generous donation; a surplus of £757.60 noted.

(b) Following advice from ECC regarding the encroachment of travellers elsewhere in St James it was deemed prudent to lock the QCG Longbrook Street gate as a deterrent; reimbursement to HT of £19.25 for the purchase of a padlock agreed.

(c) Noted the annual return (AR30) due to FCA by 30 October together with regulatory fee (last year £65).

7 Queen's Crescent Garden

The content of the QCG Risk Register was noted.

RC updated the Board on the following:

- Sealed copy of the lease now held by the Trust; still awaiting confirmation from HM Land Registry of Trust as lessee; possible legal cost.
- Peter Hearn advises £50k New Homes Bonus "dowry" expected soon.
- Two enforcement notices received to cut back overgrown vegetation along York Road and Queen's Crescent; RC negotiating with DCC.
- Immediate work to be undertaken to raise the crown of yews on York Road and application made to remove the Western Red Cedar on Queen's Crescent boundary.

- Some revision of the masterplan required as a result of the LDA topographical survey and the decision of ECC Tree Officer to retain certain trees.
- RC and PL had met with Tim Smith (LDA) to discuss amended design concepts (previously circulated); Directors endorsed the decision to favour Option 2 offering a reduced play area but larger performance space.
- Work expected to commence soon to continue restoration of the Longbrook Street boundary wall.
- Crowdfunding initiatives being explored to augment funds for the continuing restoration of the boundary walls and creation of new entrances; local artist Catherine Cartwright willing to produce a limited edition print as a “reward”; AB to create a design for smaller donations.
- Recent bid to PCC for installation of CCTV failed despite meeting criteria; possibility of locating a mobile camera, part of a pilot scheme, on an adjacent lamppost (requires DCC approval) at no cost but may incur ECC charge for monitoring and downloading data; recent spike in ASB reported by PSO Ben Turner.
- Islamic Relief had requested to use QCG for a fundraising event on 13 October (approved by Paul Barton, ECC Health & Safety Officer); in the absence of a lettings policy it was agreed to request a donation in lieu of a charge.
- QCG Project Group needs to convene to formalise as the Project Team, a sub-committee of the Trust Board. Matters requiring urgent consideration include:
 - (i) a need to attract new members;
 - (ii) enlisting support from Resident Associations, University, local businesses and other organisations;
 - (iii) grounds maintenance - regular mowing and litter picking;
 - (iv) exploring funding opportunities;
 - (v) organising events;
 - (vi) development of policies for adoption by the Board e.g. lettings, dogs.

8 Exeter Community Forum

The Chair of ECF, Diana Moore, had resigned in protest at the unilateral action of ECC reported at the previous meeting. In PL’s absence RC attended the AGM held on 11 September which included a presentation by Red Quadrant commissioned by ECC to carry out a review of all council grants.

Since then a request had been received from the acting co-chairs of ECF seeking constituent members’ views on its future. Directors remained concerned by ECC’s actions in altering both the terms of reference and remit of ECF which raised important legal issues in respect of the allocation of the 15% neighbourhood portion of CIL. It was agreed:

- to consult with local councillors;

- PL to write to reiterate the Board's support for the concept of ECF but to convey the view, in light of ECC's action, that it has little enthusiasm for continuing involvement in its revised form.

9. **Date of Meeting**

The next meeting of the Board: Tuesday 30 October 2018 at 10.30am.

The meeting closed at 1.10pm.