

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON TUESDAY 29 OCTOBER 2019 AT 1.30PM

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

RC took the chair.

1 **Apologies:** none.

2 **Conflict of Interest:** none.

3 **Minutes of the Board meetings held**

(i) 3 September 2019:

(a) Approved.

(b) Matters arising: none.

(ii) 17 September 2019:

(a) Approved.

(b) Matters arising: none.

4 **Governance Issues**

(a) Transfer of Engagements

RC reported, following a meeting with PH, that ECC's Legal Dept would take no particular interest in the internal governance arrangements of the Trust. It was therefore resolved, in order to emerge after the process of transfer as ESJCT, to recommend a temporary change of society name to Exeter St James Neighbourhood Trust Ltd. (ESJNT).

PL produced a flow chart outlining the process of transfer. It was agreed that the SGM to present the resolution to change the society name should be held immediately following the AGM.

(b) AGM

It was decided that this would be held on Wednesday 5 February 2020 at 7.00pm and followed by the SGM. PL to ascertain the availability of St Sidwell's Primary School as venue.

(c) Risk Register:

The previously circulated RR was considered. No amendment required.

(d) HLF Resilient Health Strength Checker

RC spoke to the previously circulated redraft. One area of concern is the Trust's financial sustainability and in this respect it was recognised that the current Board lacked the necessary fundraising skills. It was suggested that this kind of expertise may be sought by an email to members and an advert in *About St James*.

(e) Insurance Renewal:

The invoice of £352.22 for the Ansvar policy, renewal date 27 November 2019, had been received. A discussion took place about the adequacy of personal injury cover for members and provision for non-member volunteers. RC agreed to contact broker Colin Hardy to arrange a meeting which RB and PL also agreed to attend.

(f) FCA

PL reported that the AR30 annual return, due 31 October, was now done via the FCA's online portal, RB to assist with financial aspects before submission.

5 Membership Issues

(a) Applications: none.

(b) Seal: n/a

(c) Communication:

(i) *About St James* – RB reported that to date some articles had been received, copy deadline 4 November; Stevie King (SK) to do typesetting and graphics; to printers by end of month; distribution first week in December, EO to co-ordinate.

(ii) Recent email to members re QCG planning application approval noted.

(iii) Website - RC indicated that SK had offered to meet to discuss migration to the new website.

6 Financial Report

(a) Transactions to date:

Only two transactions - £5 share income and £394.85 COIF interest. Bank balance £54,919.05.

7 Queen's Crescent Garden

(a) The QCG PT Report of 17 September 2019 was received. The following matters were considered:

(i) DCC - EO in consultation with Ian Andrews (Highways) regarding the issue of vehicular access; S171 notice required for boundary wall work awaiting confirmation of dates from the contractor (SF), cost of £110 approved.

(ii) Bricks - EO to liaise with FO and SF to determine number of bricks required for completion of boundary

- Tobys have limited supply of old Exeter bricks at £1.20 + VAT per brick
- Hitchens Chapel Blend at £1.18 + VAT per brick available; HT to obtain samples for ECC approval and ascertain potential for bulk purchase discount; expenditure of £3k approved.

(iii) Railings – EO to make initial contact with three chosen fabricators prior to formal tender process.

(iii) Funding – Co-op Community Fund application unsuccessful; bids to HLF (under £250k) fund and new government Pocket Parks initiative agreed.

(iv) Planter – application for an enabling £300 ward grant submitted for refurbishment and planting; to engender interest and involvement RC to

approach local landscape designer, Hugo Bugg, to ascertain his willingness to create 3 different designs for the community to vote on.

8 **Exeter Community Forum**

No meetings to report.

9. **Date of Meeting**

The next meeting of the Board: Tuesday 7 January 2020 at 10.30am.

The meeting closed at 3.30pm.