

EXETER ST JAMES COMMUNITY TRUST LTD

MINUTES OF THE BOARD MEETING HELD AT 15 POWDERHAM CRESCENT EXETER ON TUESDAY 30 OCTOBER 2018 AT 10.30AM

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

RC took the chair.

1 **Apologies:** Aylwyn Bowen

2 **Conflict of Interest:** none.

3 **Minutes of the Board meeting held 25 September 2018**

(a) Approved.

(b) Matters arising: none.

4 **Governance Issues**

(a) FCA:

Annual Return AR30 completed; payment by BACS of regulatory fee of £67 approved.

(b) Risk Register (RR):

It was noted that the RR required scrutiny and, where necessary, updating at each Board meeting. In respect of financial considerations, particularly working capital, RB advised that there were £1,600 of unrestricted funds at the end of 2017/18. It was agreed to establish a budget for operational costs and RB undertook to provide a regular breakdown of restricted v unrestricted funds.

(c) AGM:

(i) Thursday 29 November, St Sidwell's Primary School, 6.00 to 8.00pm:

- On arrival Refreshments
- 6.15 Registration
- 6.30 Business meeting
- 7.00 FO (LDA) Presentation on revisions to the QCG Masterplan.

(ii) The Directors' Report, incorporating the Financial Statement, for 2017/18 was duly approved and signed.

(iii) Resolution (in accordance with the Board minute 5(d), 20/3/18); it was agreed to recommend members vote in favour of the following:

Members who fail to maintain contact with the Trust and who do not respond to a written request for information will, after a period of 12 months, have their shareholding ignored as far as the requirements for a quorum are concerned.

The shareholding of such members will remain on the register from an accounting perspective only.

It was decided not to proceed with a resolution regarding the conversion of lost/dormant members' shares to donations but that this matter would be kept under review.

(iv) Election of Directors (Rules 19.1 & 19.2):

Harry Temple, seeking re-election
Paul Layton, seeking re-election
Robyn Connett, to continue
Rebecca Bower, to continue
Beth Osment, to continue
Aylwyn Bowen, standing down.

5 Membership Issues

(a) Applications: none.

(b) Seal: n/a

(c) Communication

(i) Newsletter:

The Editor had circulated requests for copy by the end of November for publication in early/mid December; AB had produced an editor's brief, a newsletter template.

(ii) Website: RC and PL met with AB on 25 October for a session on managing the new site; it was hoped the migration could be completed as soon as time allowed; awaiting DL's advice re. cookie policy.

(iii) PL and RB met on 11 October to iron out issues with MailChimp and GDPR; PL stated that in order to comply with Rule 28.3 (notice period) he intended to complete the AGM mailing on 6 November.

6 Financial Report

(a) Transactions to date:

		<u>credit</u>	<u>debit</u>	
B/f				£ 59,334.34
25/09/18	H Temple		£ 19.25 ¹	£ 59,315.09
27/09./18	ECC	£ 50,000.00 ²		£ 109,315.09
23/10/18	Stormpress		£ 16.00 ³	£ 109,299.09

¹QCG gate padlock ²QCG "dowry" ³Rate cards

(b) The QCG "dowry" includes £3,000 for initial tree work; £47,000 remains at the Trust's disposal, and any income generated from it, for the specific purpose of waste management over the period of the lease. Directors accepted RB's recommendation to invest in the COIF Charities Investment Fund managed by Church, Charities and

Local Authorities (CCLA) which gives a regular income yield, protects capital and allows withdrawal. It was resolved:

- to retain a contingency of £2,000
- to invest £45,000 in the COIF fund
- RB, RC and PL to be signatories to the account, any two to transact business.

7 **Queen's Crescent Garden**

(a) The following was agreed:

PROJECT TEAM PROTOCOL

- The Project Team (PT) is a sub-committee of the Board
- All reports of PT meetings are to be sent to the Board
- The nominated Director (as PT Leader) will bring to the attention of the Board items of significance
- The Board will oversee, approve and authorise all bids for grant monies
- The Board may devolve authority to the PT for expenditure and management of designated matters

(b) RC highlighted issues arising from the inaugural meeting of the QCG Project Team held on 16 October.

- (i) Trees: PL and RC cut back overhanging vegetation on 25 October in compliance with DCC enforcement orders; removal of the Western Red Cedar authorised by ECC – this, the raising of canopies of the yew trees on York Road and other work in the arboricultural report commissioned by LDA to go out to tender.
- (ii) Invest in Devon Grant: master builder, Steve Farley, contracted to renovate the Longbrook Street/Queen's Crescent corner walls; work quoted at £5,900 to commence 12 November to meet DCC deadline for request of payment by 30 November.
- (iii) Lettings Policy: currently under development – in the absence of a charging policy, donations to be requested; Islamic Relief event in QCG on 13 October cancelled owing to poor weather.
- (iv) RHS: QCG awarded "outstanding".

To assist with management of the project RB agreed to supply the PT with an analysis of QCG funds held by the Trust.

8 **Exeter Community Forum**

RC reported on the most recent meeting held on 23 October. There was widespread consternation at the apparent breakdown of the partnership with ECC. Indications were that ECF was being marginalised and largely by-passed in the current review of

community funding. The new Corporate Plan 2018 to 2021 which outlines the Council's commitment to community-led development makes no mention of ECF or the Community Strategy.

ECF's response, a letter to ECC CEO Karime Hassan, is in preparation; RC agreed to circulate the draft once available which all community groups will be invited to sign. In addition RC to circulate the draft Corporate Plan so that the Board can respond on behalf of the Trust by the deadline of 1 December.

9. **Date of Meeting**

The next meeting of the Board: Tuesday 22 January 2019 at 10.30am.

10. **AOB**

Aylwyn Bowen: agreed to mark AB's contribution to the work of the Trust (and the Forum before) by including a tribute in the next edition of *ASJ* and all Directors agreed to contribute personally towards a gift to mark his retirement from the Board.

The meeting closed at 1.10pm.