

SHERBURN IN ELMET COMMUNITY TRUST

MINUTES FOR TRUSTEES MEETING

6.00pm on 18th December 2017

Present: Paul Doherty, Andrew Potts, Karen Packham, Kevin Sibson, Tony Hewitt, Alma Hodgson and Gary Limbert

Apologies: None

Declaration of Interest: Paul Doherty as Parish Councilor

Minutes for Last Meeting: All agreed as correct

Treasurers Report: The Treasurer presented her report, which was approved. Tony Hewitt (TH) is to provide a copy of the invoice for replacement windows. Selby District Council to be invoiced accordingly, as per the grant agreement.

Old Girls' School Report:

- Boiler is installed and operational.
- Toilet block is near completion.
- Installation of replacement windows has commenced.
- Bailey Hague and Elvington have been requested to provide revised "like for like" quotations for main building works. MASS Architecture (Project Manager) will provide recommendations upon receipt of these quotes. Both contractors are in a position to commence work end January/early February.
- Report required from Allyson Chambers (Liaison with Project Manager) on status of quotations and issue with depth of kitchen outer wall.
- Retrospective Planning Application for pergola with Karen Packham (KP) to complete and submit.

Grants and Funding: Awaiting letter of confirmation from Selby District Council (SDC) for grant.

Leases: All completed.

Library Update: The December Craft Fair and Santa's visit was a success in raising awareness and £240 in funds. There will be a Social Event for Volunteers on 12th January.

Youth Provision: The Police and Crime Commissioners have capital available to help fund the project. Sherburn Parish Council (SPC) will debate the way forward and the offer of the Sherburn-in-Elmet Community Trust (SECT) to manage the scheme.

Youth Volunteers will be meeting on 16th January.

Staff Recruitment: A job specification for the OGS Community Centre Manager has been drafted by KP and PD. Final copy for approval to all Trustees by 22nd December. Acceptance/amends from Trustees by 28th December.
Advertise from 8th January
Applications by 31st January
Interview first 2 weeks February

Potential means of advertising:

www.indeed.co.uk

Selby Times/York Press

NYCC and SDC websites

AVS/CVS in Selby and York

SPC webpage

Social media (local Facebook sites)

Action Points:

- Advert required
- Job Specification and desirable/essential skill sets to confirm and downloadable pdf created
- Application form to be created

Amends to Constitution:

1. Amend wording “must” to “may”, in reference SPC providing a representative as a Trustee.
Proposed KP Seconded AP Approved unanimously
2. Change from a maximum of 8 Trustees to 10.
Proposed GL Seconded TH Approved unanimously

Appointment of New Trustee: Les Wake applied for the position.

Proposed PD Seconded GL Approved unanimously

Any other business:

- It was agreed that approved minutes will be made available for the public to view on the SECT website from 1st January 2018.
- Heads of Agreement for the café to be discussed at the next meeting.

Date of Next Meeting: 29th January 2018 in the Library at 6pm.