

SHERBURN IN ELMET COMMUNITY TRUST

MINUTES FOR TRUSTEES MEETING

6.00pm on 26th FEBRUARY 2018

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

Apologies: Les Wake

Declaration of Interest: Paul Doherty as Parish Councillor

Minutes for Last Meeting: All agreed as correct.

KS to publish on website.

Treasurers Report: The Treasurer presented her report and accounts were approved.

- SDC have paid the invoice provided for the windows (£19,840) and also the additional £40,000 grant funding.

Old Girls' School Report:

Quote from contractor received.

A cost of fitting out the main kitchen has been provided at £7,500 plus VAT.

Copy of final contract required along with a Gantt chart.

Contract to be signed Friday 2nd March.

Work to commence 12th March and be completed within 14 weeks.

KP requested a copy of the architect's costs report for the final 3 tenders to confirm that best practice was followed in selecting the approved contractor.

Glen McGowan will be asked to provide a detailed specification, in respect of the insulation board supplied by British Gypsum and Kingspan.

ST Gobain: Ops Director from St Gobain to visit OGS on 27th February

Kitchen: Heads of Agreement required from Dawn Jaques

DJ proposed exclusive use of Kitchen and Café seated area as a private commercial business.

GL met with DJ on behalf of SECT to discuss this. The meeting was also attended by AH and DJ's husband.

Report as follows:

Exclusive use of kitchen is not an option, due to:

- Kitchen needs to be available outside of DJ's trading hours. DJ to have exclusive use of the kitchen during her contracted hours.
- The kitchen may not be funded with BLF grant, as they may not permit a private business to benefit from Charity funded installation.
- KP to request guidance from BLF

Microsoft Free Software: Enterprise Suites are available FOC for Charities.

- Email accounts
- Secure Cloud storage
- Office Suite 365

Approved for KS and KP to discuss, liase and set in place

Simon Town Check List: To be added to agenda for next FOGS meeting. KP to prepare project plan.

Retail Opportunity at OGS: A proposal has been made for exclusive use of the old Head Mistress's Office at the OGS. This was not approved, as would require exclusive use of a section of the property for limited revenue. Deemed not viable. *KP to contact the proposers.*

Library Update: Main issue is cleaning contract. Maintaining contract with NYCC would require 50% of library funds to finance the contract. Awaiting report from LW on explorative discussions with Richmond Library, who have had the same issue.

Youth Provision: SECT would be responsible for all repairs to the Garage building, according to Heads of Terms Lease provided by NYCC. Chris Dennison (Architect) believes that Garage roof has 6 years life remaining. The Trustees agreed that the roof requires a professional check, before any decision can be made. NYCC requested the lease be signed by 1st April, due to a change in energy efficient certification after this date.

However, the Trustees agreed that in order to progress youth provision the Youth Hub Working group would need to provide:

- A structural survey
- A project brief, including design and specification
- A budget and business case

Staff Recruitment:

Gantt Chart required on works before recruitment process for OGS Centre Manager can proceed. The suggested date for advertising the post was 3rd April, with a commencement date of July.

Any other business:

Craft Fair: The Library and FOGS to provide volunteers, in order to benefit from the donations received. It was also recommended that the YHWG also provide volunteers. Recommendations to be cascaded down to Library and FOGS.

A concern was that grants to local communities were not made in proportion to the number of volunteers provided (Library provided 21 out of 105 volunteers in 2017)

South Milford Bonfire: KP suggested that this was a worthwhile form of fundraising and it was hoped that both the OGS and the Library would be involved in 2018

Air Raid Shelter: The Gala Committee proposed to renovate the shelter at their cost, to store Xmas lights etc. SECT agreed to provide a 5-year rolling contract to the Gala for the building at no cost. OGS will have access to some space for storage. *KP to produce Heads of Terms for discussion*

James Stead has offered to dig the trench free of charge from the main building to the air raid shelter, to enable the electrical supply to be connected. A PC sum of £300 had been allowed for this. *TH to request James to coordinate his work with Rob Bailey-Hague.*

Date of Next Meeting: Monday 26th March 2018 in the Library at 6pm. Email communication on critical decisions until then.