

**SHERBURN IN ELMET COMMUNITY TRUST**

**MINUTES FOR TRUSTEES MEETING**

**6.00pm on 23<sup>rd</sup> APRIL 2018**

**Present:** Paul Doherty(Chair), Andrew Potts, Karen Packham, Tony Hewitt, Alma Hodgson, Les Wake and Gary Limbert.

**Apologies:** Kevin Sibson

**Declaration of Interest:** Paul Doherty (Parish Councillor) and Alma Hodgson (Gala Association)

| <b>Discussion Points</b>   | <b>Actions</b>   |
|--|--|
| <p><b>Minutes for Last Meeting:</b><br/>All agreed as correct.</p>   | <p><b>KS to publish on website.</b></p>  |
| <p><b>Treasurers Report:</b> The Treasurer presented her report and accounts were approved. Accounts for OGS and the Library are healthy. Chair thanked the Treasurer for the detailed work she had done.</p>  |  |
| <p><b>Old Girls' School Report:</b><br/><b>Building update:</b><br/>Progressing well and on schedule.<br/><b>Walls:</b> Some walls require additional plasterboard, as in poorer condition than original assessment. Additional board to be requested from British Gypsum.<br/>A percentage of additional costs for this work will be offset by savings in pre-prep work before painting.<br/><b>Water disposal:</b> Additional savings on works not required, regards water disposal.<br/><b>Kingspan</b> have withdrawn their offer of materials (specialised plasterboard). GL questioned the cause for this change from Kingspan, but has had no response.<br/>OGS will have to consider this unplanned cost on the project.<br/><b>Wheelchair access</b> will not require an electric door*. Obligations are width, wheelchair threshold and a disabled door. Orion will be asked to re-quote accordingly.<br/><b>Additional minor works</b> were approved with instructions to proceed, though it was agreed to leave the boiler enclosure until later. Repairs are also required on the slates on the tower<br/>Overall, the Trustees were satisfied that the project costs remained within the planned contingency**.<br/><b>Room Hire Rates:</b><br/>Commercial and Private Rates appear non-competitive. These have been reviewed and brought in line with competitors, following further market research.<br/>Discounts for multiple bookings for Private and Commercial rates only was agreed.</p> | <p><b>*GL to confirm with Project Manager that this is the case.</b></p> <p><b>**KP is to confirm remaining contingency.</b></p> |

|   |  |
|---|--|
| <p><b>Community Cinema:</b><br/>Selby Globe Community Cinema have offered to provide the required equipment to operate a Community Cinema. They will also provide training to OGS volunteers, in order for OGS to operate viewings independently. SGCC will cover all costs and risks in return for ticket prices. OGS can generate income from ancillary sales, such as refreshments.<br/>OGS will need to provide suitable chairs and blackout blinds for showings.</p> <p><b>Security and Wi-Fi:</b><br/>As completion of the building phase approaches completion, TH is to contact Mayfair and BT, with regards to installation of a suitable security system and Wi-Fi for the IT Suite and OGS Admin.</p> <p><b>Kitchen License:</b> Heads of Agreement, in the form of a license, has been accepted by Dawn Jacques. SECT to install a suitably equipped kitchen, including required power supply and meter. Additional equipment to be funded by Dawn Jacques, as part of license agreement.<br/>Trustees agreed to instruct Bailey Hague to fit power cable and meter. Funds required drawn from contingency, long term prudence in metering the kitchen and savings made elsewhere in the capital costs of the building project. Chair thanked GL for all his work on the kitchen license.</p> | <p><b>TH to contact Mayfair and BT</b></p> |
| <p><b>Library Update:</b> 1<sup>st</sup> Anniversary Birthday Party was held on 13<sup>th</sup> April. Attendance at a Marketing &amp; Communication Seminar and a GDRP Seminar have been arranged.</p>   |  |
| <p><b>Recruitment of Volunteer with Marketing Skills:</b> Two volunteers with appropriate skillsets have come forward, following a request for support from the community.<br/>Fiona Broomfield is preparing a Marketing Plan, on behalf of SECT. Leanne will be offering Social Media Skills.</p>  |  |
| <p><b>Press Releases:</b> A sub-committee of PD, KP and AP was agreed to approve all press releases.</p>  |  |
| <p><b>Youth Provision:</b> NYCC still wish a full repairing lease, for use of the Library Garage by the proposed Youth Club. This is not acceptable to SECT. The position is still under negotiation and SECT is hopeful that there will be a positive outcome and NYCC will rescind this requirement from the lease.</p>   |  |
| <p><b>Staff Recruitment:</b><br/><b>Cleaner's employment -TUPE meeting:</b> A meeting has been arranged to discuss employing the Library Cleaner directly. The service is currently contracted through NYCC.<br/><b>Community Centre Manager:</b> There have been 20 requests for application forms, with 1 completed and returned at date of meeting.<br/>Submissions to be presented to Trustees as anonymous applications, to ensure decisions on final engagement are not prejudiced.<br/>PD, GL, LW, KP and AP to examine applications and score.<br/>LW, KP and GL to conduct interviews.</p>   |  |

|  |   |
|--|---|
| <p><b>Community Development Manager:</b> PD proposed the employment of a CDM to assist in the administration and functioning of SECT activities, including the Community Hub. The proposal was for 18 ½ hours per week on a 3 year contract, commencing 9<sup>th</sup> May. Sherburn-in-Elmet Parish Council have offered to provide a grant to fund the position.</p> | <p><b>Resolved that the CDM be employed by SECT</b></p> |
| <p><b>Any other business:</b> <i>Occupational Health Check</i> to be discussed at next meeting</p>   |   |

**Date of Next Meetings:** Thursday 17<sup>th</sup> May 2018 and then Tuesday 5<sup>th</sup> June in the Library at 6pm. Email communication on critical decisions until then.