

SHERBURN IN ELMET COMMUNITY TRUST

MINUTES FOR TRUSTEES MEETING

6.00pm on 5th JUNE 2018

Present: Paul Doherty (Chair), Andrew Potts, Karen Packham, Tony Hewitt, Alma Hodgson, Les Wake and Kevin Sibson

Apologies: Gary Limbert

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

Discussion Points	Actions
<p>Minutes for Last Meeting: Matters arising: Phones have now been installed. Minutes approved.</p>	<p>KS to publish on website</p>
<p>Treasurers Report: The first payment from BLF for OGS refurbishments to be paid by 1st July. Balance by 1st November. Report on current status of finances in good order and accepted.</p>	
<p>Old Girls' School Report: Building update: Near completion and within budget. Completion date is 18th June. Interior currently being painted. Corridor completed. Kitchen is still outstanding, with appliances still to be agreed upon and ordered for installation. Quotes required for additional painting. AH to request for potential volunteers to be recruited through FOGS Facebook book page. Suggestion was to break down remaining paint work by room. Dawn Jacques is responsible for painting in kitchen area. Chris Muggeridge has quoted £50 to clean guttering and replace a tile on the Tower. To confirm if this includes central gully.</p> <p>Internet and Telephone: BT system installed.</p> <p>Air Raid Shelter: Cable to be installed 9th June, to enable power to shelter.</p> <p>IT Suite: Issues are if the proposed IT Suite requires networking and ensuring privacy on all hardware. Proposal is for provision of laptops for the Suite. PD to contact Warwick Comer-Stone for advice.</p> <p>Card payments: Approved to proceed with 2 x squareup.com systems for Library and OGS.</p>	<p>AH to request Sue Thornton</p> <p>AP to purchase 1 laptop for Community Centre Manager</p> <p>KP to purchase</p>
<p>Kitchen License: KP to meet DJ to discuss requirements. Contract cannot be signed until agreed.</p>	<p>KP</p>
<p>Library Update: Police Outreach to be present once a month for next 3 months.</p>	
<p>Trust Policies: HR Policies to be completed by LW and KS. Main policies are in order. Data Protection, Volunteer Policy and Compliant Policy require consideration. Proposal is for policies to</p>	

be inclusive of the Library and OGS. Schedule for Policies and responsible Trustees agreed.	
Occupational Health Check: Meeting to be arranged	KP and PD
Staff Recruitment: Cleaner's employment -TUPE meeting: Retention of Pension Contributions to be ensured. Contract commencing on 1 st July, with 6 hours per work agreed Community Centre Manager: Sarah Kay appointed as CCM, commencing on 1 st July. Pension contributions to be equal for all employees and according to Government Guidelines and Legislation. KP to manage Payroll processing for all employees.	KP
Youth Provision: No progress from the last meeting.	
Data Protection: Deborah Raven (Library Volunteer) has knowledge of requirements and has prepared a comprehensive plan for SIECT, including Breach Procedure protocol. KS was appointed as responsible Trustee for Breach Procedure.	
Contingency Funding for OGS from SPC: David Buckle proposed a £10,000 contingency fund from SPC for OGS building works. This was approved by SPC.	
Mileage Rates for Employees: This was agreed at a rate of 44p per mile for all employees using personal vehicles for Trust business.	
Any other business: KS to provide link for Office 365, which will be available to all Trustees and for OGS and Library use free of charge, due to the Charitable status of the Trust. A shared system to be enabled with a domain of SIECT.	

Date of Next Meetings: Monday 25th June at the OGS at 6pm. Email communication on critical decisions until then.