

## SHERBURN IN ELMET COMMUNITY TRUST

### MINUTES FOR TRUSTEES MEETING

6.00pm on 24<sup>TH</sup> SEPTEMBER 2018

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

**Apologies:** Tony Hewitt

**Declaration of Interest:** Alma Hodgson (Gala Committee), Paul Doherty (Parish Councillor) and Les Wake (Parish Councillor)

Discussion Points	Actions
<p><b>Minutes for Last Meeting:</b> Amends to Minutes of last meeting noted and to be actioned by AP.</p> <p><b>Action Points:</b> No answer from Mayfair, regarding request for inclusion of Nursery in OGS security system. Quote received for PPL and PRS @ £162.60. KP to check, as responses from relevant authorities have not been clear. KP to attend Business Network Group Conference on 28/09/2018 to research potential demand for the IT Suite from the businesses on Industrial Estate. Information gathered will be key to development of proposed IT Suite.</p>	<p><i>KS to publish on website</i></p> <p><i>KP</i></p> <p><i>KP</i></p> <p><i>KP</i></p>
<p><b>Treasurers Report:</b> Report submitted and accepted as in good order. KP requested overview of budgets and targets for the OGS and Library. A performance dashboard is required for each building, in order to establish that targets are met and requirements fulfilled. SK to provide regular reports for AP on OGS and KS to provide report on Library. Combined report to be prepared by KP for Trust approval.</p>	<p><i>KP</i></p>
<p><b>Old Girls' School Update:</b></p> <p><b>Budget:</b> Monthly targets have been set, with achievement as follows: September 110% October 69% November 42% December 29%</p> <p><b>General Update:</b> Waste disposal contracts have been agreed. Awaiting deliveries of bins. Terms agreed with Tearooms for joint usage.</p> <p><b>NYCC Request for Free Usage:</b> Tom Jenkinson has requested free availability of room space at OGS, for use by NYCC and other providers whose services support significant public health, social or educational outcomes. The Library currently allow the Prevention Team to have free use of a meeting room and it was felt this should be taken into account, when evaluating the resource the Community Trust provides to NYCC. GL proposed all room bookings for the Library and OGS should be managed by SK, through the on-line booking system in place.</p>	<p><i>PD</i></p>

<p>The overall proposal is to formalize the usage offered to NYCC at the Library and OGS. A concern is that BLF requirements need to be met, as well as income generated to make the OGS self-sufficient. PD to prepare reply to TJ.</p> <p><b>Management of Old Girls' School:</b>  Terms of Reference for MOGS was presented by KP. Minor amends to be made, regarding attendance. Members of MOGS approved by Trust and includes 2 Trustees and the CCM.  <i>AP proposed Allyson Chambers as Chair. Seconded by GL and approved by all.</i></p> <p>AC to provide link between MOGS and FOGS. Amended copy of Terms of Reference to be uploaded onto Trust website. Trust Policy also requires amendment, to transfer responsibility for health and safety at the Centre to MOGS.</p> <p>The Friends were advised of the creation of the Management Group at the FOGS meeting on 17<sup>th</sup> September. MOGS was accepted by the Friends and the Trust has every confidence that the 2 Groups can work together for the mutual benefit of the Centre.</p> <p><b>Tea Rooms:</b>  External sign requested for location at entrance drive approved. Position to be agreed with Nursery and CSM, as 3 signs require positioning, including a vehicle entry sign.</p> <p><b>Events:</b>  It was agreed that FOGS should endeavor to provide refreshments at fundraising events, to help raise additional funds for the OGS. DJ should be contracted to provide for the catering requirements for other business related events. This was agreed as a positive means to further support the Tearooms.</p>	<p><i>KP and KS</i></p> <p><i>AP</i></p>
<p><b>CDM Report:</b>  Comprehensive report provided, with output of CDM activities clear. SPC require a report of CDM activities, to have clear visibility of progress and what grants and investment have been obtained. PD wishes to exceed expectations of SPC.</p>	
<p><b>Library Update:</b>  All in order.</p>	
<p><b>Trust Policies:</b>  OGS Complaints Policy – approved  Health &amp; Safety for OGS – to be reviewed and take into consideration MOGS.</p>	<p><i>KP, MOGS &amp; CCM</i></p>
<p><b>Evaluation of SIECT:</b>  PD, KS, LW and GL to establish working group. Trustee skills and aims of the Trust (KPI's) to be approved. Progress ongoing.</p>	
<p><b>Staff Recruitment:</b>  <b>Cleaner/Caretaker for OGS:</b>  Contracts signed by both employees. Both to report to SK. SK and AP to have performance reviews on 1<sup>st</sup> October, as CCM and Trustee responsible for CCM.</p> <p><b>CDM:</b>  Performance review completed.</p>	<p><i>LW</i></p> <p><i>LW</i></p>

<p><b>Youth Provision:</b> No movement since last meeting, as we are still waiting to hear from NYCC</p>	
<p><b>Gift Aid and Just Giving:</b> Proposal from GL to raise funds for a clock for the tower at the OGS. GL to create fundraising page to generate donations. Target to be set, with caveat to use oversubscription at Trust discretion. Purchase of a new bell for the tower was discussed as a possible investment. <i>Approved by all for GL to action. KP to apply for Gift Aid status.</i></p>	<p><i>GL KP</i></p>
<p><b>Any other business:</b> <b><i>What Difference Does It Make Conference:</i></b> North Yorkshire Evaluation Conference at Scarborough. Approved for CDM to attend. <b>Letters of Thanks:</b> Required for individuals and organisations that have contributed to the successful opening of the OGS. <i>Proposed by GL and approved by all.</i></p>	<p><i>AP</i></p>

**Date of Next Meetings:**

Monday 29<sup>th</sup> October in the Ethel Smith Room at the OGS at 6pm.

Monday 26<sup>th</sup> November in the Ethel Smith Room at the OGS at 6pm.

Tuesday 18<sup>th</sup> December in the Ethel Smith Room at the OGS at 6pm