

**SHERBURN IN ELMET COMMUNITY TRUST**  
**MINUTES FOR TRUSTEES MEETING**  
**6.00pm on 26<sup>TH</sup> NOVEMBER 2018**

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

**Apologies:** Les Wake

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

<b>Discussion Points</b>	<b>Actions</b>
<p><b>Minutes for Last Meeting:</b> Accepted as accurate</p>	<p><i>KS to publish on website</i></p>
<p><b>Treasurers Report:</b> Report submitted and accepted as in good order. Both the Library and Old Girls' School are operating within budgets and in good financial health. The OGS is in a strong position and achieving targets for room bookings. November achieved 100%, with December already @ 44%. Forward bookings are as far advanced as March 2019. It was noted that the business plan requires a 50% increase in income from February 2019. <b>Primary Influence</b> wish to fund sessions for 3 age groups, where the OGS will benefit from a £10,000 grant. This would be 3 x 1-hour sessions per week for 38 weeks: 6-10 year olds 11-16 year olds Adults only All sessions are activity based, such as multi-sport or circuit training sessions. There would be no conflict with existing activities. The Trust will be required to provide proof of demand and evidence of consultation to Primary Influence. Primary Influence is to be contacted to establish the course of action required to proceed with the application. <b>Bin Storage</b> is required at the OGS, for 2 wheelie bins and 4 recycle boxes. A request was made by MOGS for approval to purchase a suitable product. <i>Approved by all Trustees</i> for a budget within £500.</p>	<p><i>KP</i></p> <p><i>KP and AP</i></p>
<p><b>Sherburn Parish Council Laptop:</b> SPC requested the return of the laptop provided to the CDM. A form has been received from the SPC, requesting SIECT to confirm that no SPC information is held in any form. SIECT to respond to SPC and confirm that it has not retained any copies of sensitive and confidential data and information owned by or the responsibility of SPC. SIECT will also require SPC to confirm that the laptop is cleansed of any sensitive information relating to the Trust.</p>	

<p>The Trust will make the SPC aware that data protection may create issues in the CDM supporting the SPC with ongoing business. Letter of response and request for cleanse of laptop to be actioned.</p>	<p>AP</p>
<p><b>Welcome to Sherburn Booklet:</b> SIECT have been asked if it would be willing to take ownership of the proposed “Welcome to Sherburn” information booklet. This will have a 2 year life span and include information on services within Sherburn and the surrounding area. Funding would be through advertising by local businesses and grant applications to NYCC and CEF project funding. The CDM would lead the project, if approved by SIECT. Concerns were raised by Trustees, with regards to potential dilution of available sponsorship for the Gala programme and the Community Informer. There were also practical concerns with regards to the capacity, though not the capability, of key Trustees to deliver the project. PD to discuss with David Buckle and the CDM.</p>	<p>PD</p>
<p><b>Organisational Health Check:</b> Ongoing with PD.</p>	<p>PD</p>
<p><b>Enable Grant:</b> The proposal for expenditure of the Enable Grant submitted by MOGS. The purchase would include a fixed projector and screen for the IT Suite, as well as a mobile unit. Costs are within Funding. <i>Approved by all Trustees</i></p>	<p>MOGS</p>
<p><b>Trust Policies:</b> Health &amp; Safety Policy for the OGS has been amended, with MOGS becoming responsible for activities at the OGS.. The Safeguarding Policy has been updated to include the safeguard that a member of staff or volunteer cannot be left alone with a child or vulnerable person. <i>Both amendments approved by all Trustees.</i></p>	
<p><b>Youth Provision:</b> No movement since last meeting, as the Trust is still waiting for a response from NYCC. PD has prepared a report, in order to update the Office of the Police and Crime Commissioner on the progress that has been made. <i>Approved by all Trustees for submission.</i></p>	<p>PD</p>
<p><b>Old Girls’ School Update:</b> Alcohol License: It was agreed that the most prudent approach would be to apply for single licenses when required and monitor for future reevaluation. Tea Rooms Opening Hours: The application to amend the opening hours was <i>approved by all Trustees.</i></p>	<p>AP to advise DJ</p>
<p><b>CDM Report:</b> A comprehensive report was provided by the CDM. A request was made for shorter reports, which focus on outcomes.</p>	
<p><b>CCM Report:</b> Accepted as in order.</p>	

<p><b>Library Update:</b>  PD provided annual report on complaints. Two complaints were reported, but neither was felt to be significant. The importance of volunteers, in ensuring the Library continues to offer its services was noted.</p>	
<p><b>Staff Update:</b>  <b>Cleaner for Library:</b>  A cleaner for the Library will be required from February 2019. A job specification is required, with a view to advertise the position in January</p>	LW
<p><b>Social Media:</b>  Andrew Robertson has provided a comprehensive report on the Facebook pages and websites under the Trust umbrella. MOGS has allowed AR Admin access to the FB page for the OGS, with a view to assist increase the profile on Google searches. Access to the website was also discussed.  <i>Approved by all Trustees</i> to approach AR, with a view to improve the Social Media profiles of Trust activities.</p>	AP
<p><b>Kirkgate Nursery:</b>  An application has been made to erect an external canopy, to provide shelter to the outdoor play area. Drawings and specifications were provided.  <i>Approved by all Trustees</i></p>	KP and SK
<p><b>Any other business:</b>  <b>Clock for Tower at OGS:</b>  GL to create Crowd Funding Page to generate funds. Craft Fair has kindly donated £500 towards the clock.  <b>OGS refit workmanship:</b>  A complaint has been made Mel Heap, with regards the quality of the finish of the OGS. GL has requested details from MH, in order to address any issues.</p>	GL  GL

**Date of Next Meeting:**

AGM on Tuesday 18<sup>th</sup> December in the Ethel Smith Room at the OGS at 6pm  
Notification of the AGM has been posted in the OGS and the Library