

SHERBURN IN ELMET COMMUNITY TRUST

MINUTES FOR TRUSTEES MEETING

6.00pm on 18th DECEMBER 2018

Present: Paul Doherty (Chair), Andrew Potts, Karen Packham, Gary Limbert, Alma Hodgson, Les Wake 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>Minutes for Last Meeting: Accepted as accurate</p>	<p><i>KS to publish on website</i></p>
<p>Treasurers Report: Report submitted and accepted as in good order. The Bank insists that a debit card is provided for the current account, despite it not being required for Charities. SIECT does not wish to have a debit card for the account.</p>	<p><i>KP</i></p>
<p>Old Girls' School Update: The flat roof above the toilet area is leaking. Bailey Hague cannot identify the problem area. Mark Adams to be contacted to assess. Mark Adams recommends a new timber frame with a felt roof. Quoted @ £1400, with a 15-year guarantee. GL and TH to arrange repairs as matter of urgency. PD to check Insurance Policy for consequential damage from leaks. KP proposed budget of £2,000 to address the issue. <i>Approved by all</i> CCM Cover: KP to contact BLF for approval to use Session Worker Funding for additional staff to cover and assist CCM. Two relief managers @ 10 hours per week each would be sufficient to enable CCM to pursue schemes beneficial for the success of the OGS, as well as providing opening hours and holiday cover. GL recommended that substance would be required for the proposal, in the CCM being released to deliver the programmes required. KP to approach BLF with proposal, before positions are advertised. The CDM has volunteered to assist, though the Trust was concerned with the time constraints and work load with the current role. Snag List: GL confirmed snag list was near completion.</p>	<p><i>TH & GL</i></p> <p><i>PD</i></p> <p><i>KP</i></p> <p><i>GL</i></p>
<p>Sherburn Parish Council Laptop: PD has met with the SPC Clerk and agreed that the laptop is to be cleansed and remain in the possession of the SPC. The issue has been resolved to the satisfaction of both organisations.</p>	<p><i>AP</i></p>
<p>The Informer and Welcome to Sherburn Booklets: SPC has proposed funding of £1,000 per annum for 3 years for the Community Informer and £1,500 for the Welcome to Sherburn booklet. The Community Association has been invited to manage both.</p>	

Organisational Health Check: Business plan and skills audit of Trustees in progress	<i>PD</i>
Trust Policies: Confidentiality Policy: Deferred to next meeting Environmental Policy: Draft policy to be reviewed by KP for next meeting. PD proposed a number of inclusions, including appointing an Energy Doctor to provide audit, displaying reminders to turn lights off and include the use of recycle bins at both sites.	<i>KP</i>
Youth Provision: No movement since last meeting, as the Trust is still waiting for a response from NYCC. .	
CDM Report: Accepted as in order	
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Library Update: A strategy for the next 3 years is planned, with a positive approach on volunteer recommendations to be implemented. PD and KS to manage. Library Cleaner: LW is awaiting information from the Library Management Group so that he can prepare a job specification.	<i>PD & KS</i>
Staff Update: No updates to report	
Any other business: Mission Statement: KS proposed a revised mission statement be drawn, in order to include the services the SIECT provide to the Community at both sites. Emails: All Trustees to use SIECT emails for all Trust business. Footers to include a note that "Sherburn in Elmet Community Trust is a Charitable Incorporated Organisation" Tea Rooms: GL to meet with DJ, reference quarterly evaluation of Tea Rooms, as per license agreement.	<i>All</i> <i>GL</i>

Date of Next Meeting:

Next meetings are as follows:

28th January

25th February

25th March

All meetings at the Old Girls' School at 6pm