

**SHERBURN IN ELMET COMMUNITY TRUST
MINUTES FOR TRUSTEES MEETING
6.00pm on 25th February 2019**

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

Apologies: Andrew Potts, Gary Limbert

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

Discussion Points	Actions
<p>Minutes for Last Meeting and AGM: Accepted as accurate</p>	<p><i>KS to publish on website</i></p>
<p>Treasurer's Report: Report submitted and accepted as in good order. It was agreed to purchase our water with NYCC. It was agreed to accept the renewal quote from Zurich subject to PD checking on DBS issues It was agreed that insurance costs would be paid by individual projects, so OGS will pay all but £100 which will be allocated to the Library. KP reported that the Valuations Office had visited the site and the car park was now split from the building in terms of rating. KP has contacted SDC who have confirmed the zero rating will still apply to both parts.</p> <p>Recruiting a new Treasurer PD explained the process to register a vacancy and has sent a message to the person who was advertising their availability to be a Treasurer. However the advert was quite old so the person may not be available. PD now needs to advertise on local social media and publications.</p> <p>KP explained that she had spoken with GL's contact who advised that we really need a proper accounting package rather than excel, as it is not robust enough. KP has been talking to the accountants and is investigating the options. LW advised of some free accounting software which is available to charities free of charge before 1st April. KP to contact and investigate the options.</p>	<p><i>KP</i> <i>KP</i> <i>KP/PD</i></p> <p><i>PD</i></p> <p><i>KP</i></p>
<p>Old Girls' School Update: BLF Grant: The annual report has been submitted and acknowledged by the BLF Licensing: KP advised that discussions have taken place with the Head of Licensing at SDC. We could have one licence to cover the Community Centre and the Tearooms with Sarah as the Licensee. A proposal has been made to Dawn to share the costs which are about £400 for the first year and £70 pa thereafter. It was agreed that if Dawn wants to go ahead, we should consult the neighbours first. SK to produce a briefing document for TH to take round the neighbours</p>	<p><i>TH/SK</i></p>

<p>The flat roof above the toilet area is still leaking and the roofer has now confirmed he will not be available for another month. TH is now seeking an alternative quotation.</p>	<p>TH</p>
<p>Building Regulations. The certificate has now been received from mass architects.</p>	
<p>Tea Rooms: GL to arrange review meeting of license agreement. OUTSTANDING FROM LAST MONTH</p>	<p>GL</p>
<p>Community Publications: AMO is unable to get on with the Sherburn Informer due to lack of Office 365 software. KP/KS to try to install at 2pm on Wednesday</p>	<p>KP/KS</p>
<p>KP queried how the monies were being paid by the Parish Council. PD to investigate and advise KP.</p>	<p>PD/KP</p>
<p>CCM Report This was approved and it was noted that Dawn Jacques will be Treasurer of FOGS and Nick Jacques will be Secretary.</p>	
<p>CDM Report This was approved. It is requested in future that it is tied in more clearly with objectives and outcomes rather than inputs.</p>	<p>LW/PD</p>
<p>Library Report PD advised that Dave Fincham from the Prevention Team leaves on 11th March. PD wished to record our thanks to Dave who has provided great support in setting up the Community Library and helped establish excellent working relationships between the two groups.</p>	
<p>KS reported that library volunteers have now dropped from 71 to 61 and this is causing some issues on some shifts. Further recruitment of volunteers is required.</p>	<p>KS/PD</p>
<p>Pocket Park Grant Application The application has been made and we await the outcome.</p>	
<p>Three-year Strategic Plan KS is drafting up the plan for the Trust. The Library have produced their draft plan. MOGS now need to complete theirs.</p>	<p>KS/MOGS</p>
<p>Exit Strategy Policy This was approved. KS to publish on the website</p>	
<p>Youth Provision Update The garage is still on hold. The new regime within the Prevention Team comes into place from 1st March. PD to recontact Shaun Wilson to find out updated position.</p>	<p>KS</p>
	<p>PD</p>

<p>Risk Register The Library Management Group and MOGS need to take ownership of their respective registers and submit their updated versions with their 3-year plans.</p> <p>The Trustees need to take ownership of the Trust register and review regularly.</p> <p>All risk registers must be reviewed annually by the Trust</p>	
<p>HR Issues It has been agreed with AMO that the COL increase of 3% will be awarded and holidays will be aligned with CCM. LW to draw up amended contract.</p> <p>Following recent interviews it was agreed to appoint 2 new Community Centre Co-ordinators with effect from 11th March. They are David Brown and Angela Gibb.</p>	LW
<p>All appraisals have been carried out except for AMO which will be actioned soon.</p>	LW
<p>There was concern regarding SK's office temperature and it was agreed to move her to the Margaret Battle Room on a temporary basis. TH to investigate alternative heating.</p>	LW/TH
<p>We are still awaiting the outcome of the consultation with the library volunteers with regard to the cleaner. If there are additional hours they will be offered to GP first. Possibility to start from 18th March.</p>	PD/KS
<p>Occupational Health Check PD is still awaiting input from 3 trustees. PD to print off a copy for AH</p>	PD
<p>Website KS reported that Andrew Robinson had taken on the websites and was making a great job of it. The next phase it to have some better photographs. This could be arranged with Alex Svenson. SK to organise.</p>	SK
<p>Date of Next Meeting Monday 25th March at 6pm at the OGS</p>	