

SHERBURN IN ELMET COMMUNITY TRUST

MINUTES FOR TRUSTEES MEETING

6.00pm on 25th MARCH 2019

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

Apologies: Tony Hewitt and 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>Treasurers Report: Report submitted and accepted as in good order. New charity accounting software is proving useful in balancing the Library accounts. The OGS requires fine tuning but will be equally useful in presenting the OGS books. Insurance renewal with discount for long term agreement has been agreed as prudent and accepted.</p>	<p><i>KP</i></p>
<p>Reach Volunteering Recruiting a new Treasurer to assist KP has not been successful at this stage. KP pointed out that a new Treasurer is required as a priority, as KP is the only Trustee with detailed knowledge of the SIECT accounts. This is a risk, which requires urgent attention. LW and KS agreed to provide support until professional resource can be obtained. In addition, there are volunteers at the library with accounting experience. PD to approach and discuss. PD believes the Trust is at capacity and proposed that potential new Trustees be recruited. PD to approach potential candidates. The constitution allows up to 10 Trustees.</p>	<p><i>To discuss further at next meeting</i></p> <p><i>PD</i></p> <p><i>PD and AP</i></p>
<p>Renewal of Trustees 4 Trustees terms of office expire in April and May. AP to contact and confirm if these Trustees wish to be considered for re-election</p>	<p><i>AP</i></p>
<p>Old Girls' School Update: <i>Request for additional sign by DJ on the Pergola</i> Issues are that Nursery may then request a sign, to have equal advertising as the Tearooms. The second concern is that there may be issues with planning permission on the pergola. It was agreed that a temporary sign can be placed on the ramp, subject to size meeting the regulations. Providing suitable facilities for cycle groups was also discussed, as this could be a profitable new income stream for the Tearooms.</p>	<p><i>AP to advise DJ</i></p> <p><i>MOGS</i></p>

<p>Tea Room The update meeting between PD and DJ was actioned</p> <p>Alcohol License A full license is not required at present.</p> <p>Intruder Alarm for Nursery Quote has been received for linking the OGS system to the Nursery. The price was thought to be excessive, and additional quotes will be required. It was agreed that any cost should be borne by the Nursery.</p> <p>The flat roof Repairs have been completed successfully. Bailey Hague still need to inspect the roof area they are responsible for in the corridor.</p> <p>Time Management of CCM PD and AP to seek a resolution to the issue.</p> <p>Primary Influences KP has offer of a free table tennis table and requested storage in the shelter used by the Gala. AH to look into potential space in the building.</p> <p>IT Suite Renamed as The Vera Watson Room. Room hire list to be updated.</p>	<p><i>KP to discuss with DS</i></p> <p><i>AP to contact GL</i></p> <p><i>AP and PD</i></p> <p><i>AH</i></p> <p><i>MOGS</i></p>
<p>Community Publications: The Sherburn Informer and Welcome to Sherburn booklets are progressing, with advertisement and other income streams confirmed. Both publications are on course to achieve the revenue required to cover the costs and publication on the requisite dates.</p>	
<p>CCM Report: Accepted as in order. PD queried the poor attendance to the Children’s Cinema. This has been trialed but had poor attendance at this stage.</p>	
<p>CDM Report: CDM annual review to be actioned by LW</p>	
<p>Constitution of the Friends: Some amends to the proposed constitution were discussed. These included:</p> <ul style="list-style-type: none"> • FOGS meetings should be open to all members of the community. • Amend point 8, which restricts any alteration to the constitution to the AGM. 	<p><i>KP to discuss with FOGS</i></p>
<p>Library Update: Cleaner has commenced employment. Community Hub to be set up once all IT equipment has been received.</p>	

<p>Library Garden: The Pocket Parks Plus Application has been successful. SPC to manage the project on behalf of SIECT.</p>	
<p>SIECT 3 Year Plan KS has proposed a 3 year plan to the Trust, regarding risk assessment and the Programme Plan for the Trust, OGS and the Library for 2019 to 2022. It was proposed that any additional projects the Trust wishes to undertake would need to meet specific criteria. Point 5.5 requires appraisal, with confirmation that 6 months running costs are sufficient and what reserves would need to be available for any major capital expenditure.</p>	<p><i>KP, KS and PD to discuss further</i></p>
<p>Trust Policies: All in order.</p>	
<p>Youth Provision: PD has sent the latest 3 month report in respect of the grant held from the Office of the Police and Crime Commissioner. The project is currently on hold as NYCC require a full repairing lease which is not acceptable to SIECT. Provision of a Youth Club in the village is seen as a priority, but the Trust is concerned about exposure to unviable costs of potential repairs to the building.</p>	
<p>Risk Register: To be included in discussions on the 3 year plan.</p>	
<p>Staff Update: LW proposed alignment of staff holidays. All staff to be offered 25 days or the pro rata equivalent. Xmas holiday entitlement to be agreed with staff members.</p>	<p><i>LW</i></p>
<p>Sherburn Community Volunteer Awards PD requested the Trust to consider recommending volunteers to be recognized for an award. The Trustees could not agree on one person and would wish the efforts of all volunteers to be recognised for the team effort. Trust to advise the Award organisers.</p>	<p><i>AP and PD</i></p>
<p>Any other business: All attempts to upload the Office 365 Charity Package have been unsuccessful.</p>	

Date of Next Meeting:

Next meeting is as follows: 23rd April (Tuesday) at the Old Girls' School at 6pm