

SHERBURN IN ELMET COMMUNITY TRUST
MINUTES FOR TRUSTEES MEETING
HELD AT 6.00pm on 23RD SEPTEMBER 2019

Present: Paul Doherty (Chair), Andrew Potts, Andy Robertson, Gary Limbert, Les Wake and Alma Hodgson

Apologies: Karen Packham and Kevin Sibson

Declaration of Interest: Paul Doherty (Parish Council), Les Wake (Teasel CIC), Alma Hodgson (Gala)

Discussion Points	Actions
<p>Minutes for Last Meeting: Accepted as accurate.</p>	<p><i>KS to publish on SIECT website</i></p>
<p>Treasurers Report: Report submitted and accepted as in good order.</p>	
<p>Recruiting new Trustees Karen Packham has decided to step down from the position of Treasurer of the Trust and has given 6 months notice. Karen's hard work for the Trust is appreciated and her input will be greatly missed. Without Karen's efforts, the BLF application for the OGS would not have been successful GM suggested that Karen be asked to provide a job description for the role, to assist the Trust in recruiting a suitable candidate. This could include time and motion schedules. It was also suggested that the role be split between the OGS and the Library.</p>	<p><i>PD to provide AP with background information in order to request details from KP.</i></p>
<p>Old Girls' School Update: Clock and Teasel CIC: Teasel CIC will be meeting to discuss volunteer hours provided by Charitable organisations and decide on what contributions can be allocated. The clock and bike stands were suggested as potential uses for any monies received. Prize Draw Funded by Warwick Romans Draw will be made Saturday 28th September at 3pm with, it is believed, sufficient tickets sold to make the prize draw a success. The Trust appreciates the efforts of Warwick Romans in this project, to try and raise additional funds for the Friends and the OGS. AR and GL recommended payment to the prize winners be via bank transfer or cheque. It was requested that the draw be independently monitored. Cycle Racks: Dawn Jacques request for bike racks was discussed with potential benefits for use of bike racks for both the OGS users and the Tearooms. AR noted the values of providing bike racks to the Trust environmental policy.</p>	<p><i>AR to investigate options</i></p>

<p>OGS Roof: A report is required to confirm the condition, with reference to the OGS planned maintenance programme. CCM has been contacted with regards inspection of the Gable End. GL commented that Sport England had funded a roof for a building offering physical fitness sessions. The OGS offers a number of similar sessions.</p> <p>Alcohol License: MOGS has conducted a survey of neighbouring houses with no major objections. Trust approved application for temporary license for a trial period.</p>	<p><i>LW to discuss with Darren Holmes.</i></p> <p><i>AP to instruct CCM</i></p>
<p>Community Publications: The October/November publication of the Sherburn Informer has now been released. Promotion of the Informer will be through social media and websites, with hard copies circulated at key locations in the village. AR will be publicising the journals through Trust websites, as well as public social media sites. The CDM has been successful in generating input for the current edition.</p>	
<p>CCM Report: Accepted as in order.</p>	
<p>CDM Report: The quarterly report was accepted as in order.</p>	
<p>Library Update: The Summer Reading Challenge was a great success. The total children who signed up was 465. There was a completion rate of close to 90%.</p>	
<p>Library Garden: Plans are with Groundworks for completion. The project is moving forward as scheduled. CCTV will be covering the area, for security reasons.</p>	
<p>Trust Policies: Complaints Policy was approved. Volunteer Policy was approved. Media Policy to include approved members of the Library, Trust, MOGS and members of Staff, who will have authority to publicise the activities of the Trust. PD to revise Policy and email amended Policy for approval. Environmental Policy was discussed, with amended policy presented and approved. AP to discuss with CCM with view to coordinate any action points with the Library. It was discussed how Policies should be publicised to members of staff and volunteers for the Library and the OGS. In particular, the Environmental Policy needs to be enforced by all users.</p>	<p><i>PD</i></p> <p><i>AP and PD to advise CCM and Library Group on Environmental Policy. PD to investigate energy audit</i></p>

<p>Marketing Plan: AR has drawn up an outline marketing plan, which has been approved by the Trustees. AR is promoting the Trust activities, with increased exposure of the OGS and Library being achieved. It was agreed that AR should brief the Library Management Group and MOGS on this subject.</p>	<p><i>AR to attend next Library and MOGS meetings</i></p>
<p>SIECT 3 Year Plan: The Library Plan is close to completion, with the recently published 10 year plan for NYCC Libraries containing similar strategies, but with the addition of healthy eating. The Library Plan is to be amended in line with the NYCC plan.</p>	
<p>Youth Provision: The Office of the Police & Crime Commissioner £11k grant is still held by the Trust, awaiting on the project and funds to be repurposed for the provision of youth facilities as part of the refurbishment of the rugby club. Latest 3 monthly report required in early October</p>	<p><i>PD to write report</i></p>
<p>Staff Update: CCM has passed her review CCC reviews have also been conducted. The CDM review will be conducted shortly.</p>	
<p>Any other business: None</p>	

Date of Next Meeting:

Next meetings as follows: Monday 21st October (KS to Chair) and Monday 25th November at the Old Girls' School at 6pm.

Email communication on all urgent matters if required before then.