

**SHERBURN IN ELMET COMMUNITY TRUST**  
**MINUTES FOR TRUSTEES MEETING**  
**HELD AT 6.00pm on 21<sup>ST</sup> OCTOBER 2019**

**Present:** Kevin Sibson (Chair), Andrew Potts, Andy Robertson, Karen Packham and Alma Hodgson

**Apologies:** Paul Doherty, Les Wake and Gary Limbert

**Declaration of Interest:** Alma Hodgson (Gala)

<b>Discussion Points</b>	<b>Actions</b>
<p><b>Minutes for Last Meeting:</b> Accepted as accurate.</p>	<p><i>AR to publish on SIECT website</i></p>
<p><b>Treasurers Report:</b> Report submitted and accepted as in good order. The OGS is performing well at 43% ahead budget. The Library is also performing well, with income ahead of budget and costs lower than expected. Year end accounts have been independently audited and are in order. Gift Aid submission needs to be actioned. Phonographic Performing Rights License is being reviewed, with the necessity of it questioned. SDC have confirmed that business rates do not apply to the Trusts' facilities. A successful application has been made for further Co-op Grants.</p>	<p><i>KP to action</i>  <i>KP to investigate</i></p>
<p><b>Recruiting new Trustees</b> AP and KP are preparing a document, entailing the roles of the Treasurer. This will be presented to the Trust for approval, to assist in identifying the skill sets required for recruitment of a new Trustee.</p>	<p><i>AP and KP</i></p>
<p><b>Old Girls' School Update:</b> <b>Prize Draw Funded by Warwick Romans</b> Appointment of Certifying Members for Promoters Return was agreed as AP and AH. Forms are required to be submitted on a monthly basis to comply with SDC Licensing Section. A new license will need to be applied for 2020. The first draw was highly successful and has raised valuable funds for the OGS. This will be held The next draw is Saturday 26<sup>th</sup> October. AH to request larger ticket drum from Scouts for next draw. <b>Cycle Racks:</b> In hand with Dawn Jacques. <b>OGS Roof:</b> A report is required to confirm the condition, though the roof appears sound at present. The bell tower is considered to be of most concern.</p>	<p><i>AH</i></p>

<p><b>Shelter:</b>          KP proposed that quotes be requested for the renovation of the shelter, which will provide crucial additional storage space.</p>	<p><i>KP to request quotes</i></p>
<p><b>Community Publications:</b>          Accepted as in good order.</p>	
<p><b>CCM Report:</b>          Accepted as in order.          Year on year comparisons are now available and show excellent progress. All Trustees agreed that the CCM should be thanked for the fantastic job she has done in the first year of the OGS.</p>	<p><i>AP to draft letter of thanks to the CCM</i></p>
<p><b>CDM Report:</b>          Reports are now quarterly.</p>	
<p><b>Library Update:</b>          The Hub is the focus of endeavors for the Library Management Group at present. Main issue is training of volunteers and momentum is required to bring the Hub online.          The Library 3 Year Plan is near completion.</p>	<p><i>KS to report progress to the Trust</i></p>
<p><b>Library Garden:</b>          Nothing to report.</p>	
<p><b>Trust Policies:</b>          Most are now online, with some requiring review.          Health and Safety is due for review in November. The naming of a competent person for both the Library and the OGS is required to comply with HSE regulations.          Revised Media Relations Policy to be posted on Trust website.          KP proposed new policy for Scheme of Delegation. To be discussed at next meeting.          Reserves to be discussed at next meeting.          Safeguarding Policy to be reviewed at next meeting. KP to discuss at Library Conference for advise on how this policy should be implemented on a day to day basis.</p>	<p><i>All to review HSE Policy for next meeting</i></p> <p><i>KP</i></p>
<p><b>Marketing Plan:</b>          AR has progressed this with positive outcomes. It was believed that the Library would benefit from additional support and marketing within the Community.</p>	
<p><b>SIECT 3 Year Plan:</b>          Trust to request progress from MOGS and the Library.</p>	<p><i>KS and CCM</i></p>
<p><b>Youth Provision:</b>          The Office of the Police &amp; Crime Commissioner £11k grant is still held by the Trust, awaiting on the project and funds to be</p>	

repurposed for the provision of youth facilities as part of the refurbishment of the rugby club. Latest 3 monthly report required in early October	<i>PD to write report</i>
<b>Staff Update:</b> A new CCC has been advertised.	
<b>Any other business:</b> The next meeting will be preceded by the AGM. Credit card facilities to be discussed at the next meeting. A query was raised, whether the Trust needs to consider any impact of Brexit. Some consumables have already been considered as under potential risk and reasonable stocks purchased by both the OGS and Library.	

**Date of Next Meeting:**

Next meeting as follows: Monday 25<sup>th</sup> November at the Old Girls' School at 6pm.

AGM followed by a Trustees Meeting.

There will be no December meeting, with the first meeting in 2020 to be held on 27<sup>th</sup> January.

Email communication on all urgent matters if required before then.

***SIECT is now on LinkedIn: <https://www.linkedin.com/company/sherburn-in-elmet-community-trust/> so you can connect to the page in your profile if you wish.***