

**SHERBURN IN ELMET COMMUNITY TRUST**  
**MINUTES FOR TRUSTEES MEETING**  
**HELD AT 6.00pm on 25<sup>TH</sup> NOVEMBER 2019**

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

**Apologies:** Les Wake

**Declaration of Interest:** Paul Doherty (Parish Council) and Alma Hodgson (Gala)

<b>Discussion Points</b>	<b>Actions</b>
<p><b>Minutes for Last Meeting:</b>            Accepted as accurate.            PD queried status of Gift Aid Submission, which will be actioned by KP. PD queried the requirement and cost of a Phonographic License, which KP confirmed is necessary for some classes and room hire for events.</p>	<p><i>AR to publish on SIECT website</i></p>
<p><b>Treasurers Report:</b>            Report submitted and accepted as in good order.            KP proposed that a savings account be created, which would offer good management of the Trusts' finances and safeguard funds from any potential breach.            KP advised that cheque signatories need to be reviewed. This was agreed, with AR proposed as a new signatory.</p>	
<p><b>Recruiting new Treasurer</b>            It was proposed that a Bookkeeper could be recruited, to handle routine accounting. A qualified Accountant, with an advisory role, could then be recruited as a Trustee, to carry out the checks required.            An advert to recruit suitable candidates for the 2 positions was discussed, with a proposal to amend the previous advert accordingly. To be advertised with Community First Yorkshire, Social Media, The Trust website, Linkedin, local media, Creative Shed, Tom Jenkinson (Stronger Communities) and share with contacts on the Sherburn Industrial Estate</p>	<p><i>AP to update advert and circulate for approval.</i></p>
<p><b>Old Girls' School Update:</b>  <b>Prize Draw Funded by Warwick Romans</b>            The prize draw has generated profits for the Old Girls' School for the first 2 months. There are concerns with the sustainability November's and December's draws, due to Warwick Romans' poor health.  <b>OGS Roof:</b>            Concerns with the roof appear unfounded, as there has been no issues with any leaks, despite the heavy rainfall over the previous few weeks.            KS proposed that a specialist be appointed to inspect at a cost.</p>	<p><i>AP to email Darren Holmes</i></p>

<p>It was agreed that Darren Holmes be given time to inspect, as previously agreed. To be reviewed at next meeting.</p>	
<p><b>Community Publications:</b> It is being considered to increase the print run of hard copies to 1,000, as the cost of the additional 500 was thought acceptable by the Parish Council. KP proposed that the Publication could also be increased in size, with the additional pages funded by the Trust to promote its activities. AR asked how the success of the publication is evaluated. AR also suggested that publicising the Community Publication could be improved.</p>	<p><i>KP to enquire on costs</i></p>
<p><b>CCM Report:</b> Accepted as in order. It was agreed to request the Chair of FOGS and MOGS to attend the next Trustees meeting, in order to provide a report to the Trust on both Groups activities.</p>	<p><i>AP to invite Allyson Chambers</i></p>
<p><b>CDM Report:</b> Next report is due in December.</p>	
<p><b>Library Update:</b> <b>Credit Card Facilities:</b> There have been issues with deciding on an appropriate operating system and linking to a suitable device. It was agreed that Izettle should be used, being an operating system offering secure encryption. KS proposed to accept usage of the system at the Library, which was agreed by a majority, subject to further enquiries on background information on the system. The tablets required for the system would have additional benefits to the Library and the OGS. <b>Community Information Hub:</b> Soft launch on Saturday 30<sup>th</sup> November. AR to initiate promoting the Hub in early 2020. <b>3-Year Plan:</b> Version 5.1 circulated. It was agreed that this was a comprehensive plan, providing an evolving document going forward.</p>	<p><i>PD to enquire with NYCC on experiences with Izettle</i></p>
<p><b>Library Garden:</b> Awaiting Groundworks for dates.</p>	
<p><b>Trust Policies:</b> <b>Media Policy:</b> Approved. <b>Safeguarding Policy:</b> Annual review of the policy raised an issue of how volunteers and staff are trained to recognise the possibility of identifying situations. It was agreed that volunteers and staff should be made more aware of the policy and its directives. Amends to the policy was agreed.</p>	

<p><b>Health and Safety Policy:</b> Responsibility at the Old Girls' School discussed. It was thought that a Trustee should be named as responsible, rather than the Management Group.</p> <p><b>Scheme of Delegation:</b> To be reviewed at next meeting</p> <p><b>Reserves Policy:</b> To reviewed at next meeting</p> <p><b>Finance Policy:</b> To be reviewed at next meeting</p>	<p><i>PD to seek advise.</i></p>
<p><b>Marketing Plan:</b> AR proposed usage of a website events calendar and extend this to all activities within the local Community. The positive impact would be the ability to filter events on the calendar to specific sites. This would meet the requirements of the Trusts strategies. It was proposed to approach the Parish Council for funding</p>	<p><i>AR to write proposal</i></p>
<p><b>VE Day Celebrations:</b> There is a proposal by the Parish Council to hold an event in Eversley Park on 8<sup>th</sup> May. PD proposed that the Trust promotes the facilities at the event. There were concerns, regarding a clash of events on the day.</p>	
<p><b>SIECT 3 Year Plan:</b> All completed.</p>	
<p><b>Youth Provision:</b> The Office of the Police &amp; Crime Commissioner £11k grant is still held by the Trust. The Rugby Club proposal is proceeding.</p>	
<p><b>Staff Update:</b> Request for Cleaners hours to be increased from 4 to 8 hours. It was proposed to pay additional hours, where required, until the planned review in April. Approved by all.</p>	
<p><b>Any other business:</b> Segregated Waste Recycling Bins: AR suggested the provision of separate bins at the Old Girls' School, to enable a more efficient internal separation of waste for recycling. Website Hosting: KS raised concerns of how the Trust websites are hosted in the village. U3A currently host the sites, but re-organisation of U3A may create issues.</p>	

**Date of Next Meeting:**

Next meeting as follows: Monday 27<sup>th</sup> January 2020 at the Old Girls' School at 6pm. 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.