

SHERBURN IN ELMET COMMUNITY TRUST

MINUTES FOR TRUSTEES MEETING

HELD AT 6.00pm on 25TH JANUARY 2020

Present: Paul Doherty (Chair), Kevin Sibson, Andrew Potts, Andy Robertson and Alma Hodgson

Apologies: Les Wake, Gary Limbert and Karen Packham

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

Discussion Points	Actions
Minutes for Last Meeting: Accepted as accurate.	<i>AR to publish on SIECT website</i>
Treasurers Report: Report submitted and accepted as in good order. The costs on events and refreshments was questioned, as both are well above budgets.	<i>PD to query with KP</i>
Recruiting new Treasurer KP has advised that she will continue with the role as Bookkeeper for the Trust. Karen's hard work and input over the years was recognised as a major contribution towards the success of the Trust's activities. A new Trustee is still required with a financial background, to oversee the finances of the Trust's activities. An advert to recruit suitable candidates the position was agreed, 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 the Sherburn Informer.	<i>AR to coordinate with PD and implement the circulation of the advert.</i>
Old Girls' School Update: Amended Lease with Kirkgate Nursery: The Air Raid Shelter improvement costs between the Trust and Kirkgate Nursery have been agreed with a side letter to the lease now signed and in place. This will allow use of the shelter for storage by both the Nursery and the OGS. Credit Card Facilities: Now in place at the Library. Car Parking: Car parking is an issue, with the Nursery having 2 allocated spaces. However, staff are using other spaces on a daily basis, which is limiting availability for OGS users. PD discussed the issues with Dawn Stephenson in order to find a suitable compromise. The Trustees agreed that space 14 can be used for pick up/drop off purposes, but they required that space 13 be kept free for general use.	<i>PD to write to DS with proposal for 3rd space</i>

<p>Allyson Chambers joined the meeting: AC is Chair of MOGS and FOGS and attended the meeting to report on both. AC reported on how both groups are functioning and how they assist in both managing and fundraising for the OGS. AR thanked AC for all her hard work in promoting the OGS as Chair of the 2 committees.</p> <p>Prize Draw Funded by Warwick Romans 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. Warwick Roman has agreed to continue until Easter and ensure the profitability of the Prize draw.</p>	
<p>Community Publications: The latest Sherburn Informer is now in circulation. The SPC has agreed to fund the circulation and delivery of hard copies to all residences in Sherburn, commencing with the next issue in March. Delivery to be implemented by a professional business.</p>	
<p>CCM Report: Accepted as in order. The Tearooms has requested CCTV, following damage to a vehicle. It was proposed that CCTV be considered, but for security and safety reasons.</p>	<p><i>MOGS to obtain quotes</i></p>
<p>CDM Report: December report was accepted as in good order.</p>	
<p>Library Update: Community Information Hub: The soft launch had minor IT issues, but overall was a success. Library Co-ordinator: Following attendance at a North Yorkshire Library Area meeting, PD provided feedback on how other Libraries operated and proposed the appointment of a Co-ordinator to oversee the operation of the Library. The Library Management Group have agreed on creating the position and advised that funds are available. KS was concerned that this would be a paid position and how this may impact on volunteers and that any funds available for the position could be allocated to maintenance and cleaning. There were also concerns that the hours offered would be sufficient. To be discussed further at Library Management Group, with regards to confirmation of income to fund the position and if sufficient hours are available. KS to propose key points for Trust to consider and agree upon.</p>	<p>KS</p>
<p>Library Garden: Groundworks to put out tenders for works.</p>	

Trust Policies: Deferred to next meeting	
Marketing Plan: AR after Google credit	
Risk Management on Vacant Position of Treasurer: KP has agreed to assist on continuation of financial responsibilities	
Risk Register for Library, OGS and Trust Deferred to next meeting.	
OPCC Youth Grant Update The Office of the Police & Crime Commissioner £11k grant has now been transferred to the Parish Council.	
Staff Update: CDM appraisal is now due.	
Any other business: None.	

Date of Next Meeting:

Next meeting as follows: Monday 24th February 2020 at the Old Girls' School at 6pm.
Email communication on all urgent matters if required before then.

SLECT 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.