

SHERBURN IN ELMET COMMUNITY TRUST
MINUTES FOR TRUSTEES MEETING
HELD AT 6.00pm on 24TH FEBRUARY 2020

Present: Paul Doherty (Chair), Andrew Potts, Andy Robertson, Karen Packham and Les Wake

Apologies: Gary Limbert, Kevin Sibson and Alma Hodgson

Declaration of Interest: Paul Doherty (Parish Council) and Les Wake (Teasel CIC)

Discussion Points	Actions
<p>Minutes for Last Meeting: Minutes to amend as discussed.</p>	<p><i>AP to amend and circulate for approval</i></p>
<p>Treasurers Report: Report submitted and accepted as in good order. Continuation of gas supply through the NY contract was approved by all. Credits are expected from Corona and NPower for overcharges.</p>	<p><i>KP</i></p>
<p>Recruiting new Treasurer An application has been received for the role. To be reviewed with any further applications. PD has also identified a suitable candidate to approach within the Community. PD to contact.</p>	<p><i>PD</i></p>
<p>Old Girls' School Update: Air Raid Shelter Refurbishments: Emmerson's have been appointed to complete the works. Permission for access with a shared wall is being obtained by PD, before the work can commence. Car Parking: Car parking has been reviewed, and allocated spaces have been agreed with the Kirkgate Childcare. Issues with staff parking on local streets has been discussed with Kirkgate Childcare.</p>	<p><i>PD</i></p>
<p>Community Publications: The next issue of the Informer will be completed and ready for publication in March. The print run has increased from 500 to 3,000. This will be funded by the Parish Council, including doorstep delivery.</p>	
<p>CCM Report: Accepted as in order. Quotes for the roof repairs to the hall were submitted, with a contractor approved to complete the works. CCTV was discussed, with a request for MOGS to review the quotes in detail and provide the Trust with recommendations. KP will be discussing budgets for next financial year with the CCM.</p>	<p><i>AP to advise CCM</i></p> <p><i>MOGS to provide recommendations</i></p>

<p>CDM Report: The quarterly report will be due at the next Trustees meeting.</p>	
<p>Library Update: Community Information Hub: The soft launch has been completed. Tom Jenkinson at Stronger Communities wishes to help with refurbishment of the rear Library area (Children’s Library, IT and reference). Appropriate funding may be provided to fulfil this. Library Co-ordinator: A meeting has been held by the Library Management Team, with the role redefined. A decision on any appointment will be made once funding has been secured.</p>	
<p>Library Garden / Pocket Park: The funding has been allocated to Selby District Council. An agreement will need to be approved and signed for the transfer the funds to the Trust. Groundworks, who were appointed by the Grant Provider, have put out tenders for the works. AR requested a timeline be provided from Groundworks for the next Trustees meeting.</p>	<p>PD</p>
<p>Trust Policies: Scheme of Delegation Policy was approved by all. All other policies were deferred.</p>	
<p>Marketing Plan: Website calendar page will not be pursued due to costs. AR questioned how the Library could be marketed better. AR proposed “off-line” marketing, such as posters etc. To be discussed further, in order to assist the Library.</p>	
<p>Risk Register for Library, OGS and Trust: MOGS and the Library to review their risks and report to the Trust at the next meeting.</p>	<p>AP to request reports from relevant Committees</p>
<p>3 Year Plan To be reviewed at the next meeting. It was suggested that the Library provide a report similar to those provided by the CCM and CDM on a quarterly basis.</p>	<p>AP to circulate plan to Trustees.</p>
<p>OPCC Youth Grant Update PD has advised the Office of the Police & Crime Commissioner that the money has been transferred to the Parish Council. The OPCC still requires reports of progress from the Trust.</p>	<p>PD to provide reports</p>
<p>Staff Update: The CDM and new CCC appraisal are planned.</p>	<p>LW</p>

<p>Formal Complaints: None have been received.</p>	
<p>Tadcrafters: This is a Community Group using recyclable material to make items to support Charities and less able members of the Tadcaster Community, whilst promoting craft skills. They wish to expand into the Sherburn area. KP proposed that the Trust supports the proposal and use of the Library as a Hub for distributing patterns and materials. The Trust approved this for a 12 month trial period.</p>	<p><i>KP</i></p>
<p>SHS Work Experience: SHS are required to provide work experience for students. KP proposed that the Library and the OGS provide work experience positions for the scheme.</p>	<p><i>AP to discuss with CCM.</i></p>
<p>Any other business: None.</p>	

Date of Next Meeting:

Next meeting as follows: Monday 23rd March 2020 at the Old Girls' School at 6pm.
Email communication on all urgent matters if required before then.

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