

SHERBURN IN ELMET COMMUNITY TRUST
MINUTES FOR TRUSTEES MEETING
HELD AT 6.00PM ON 28TH SEPTEMBER 2020

Present: Paul Doherty (Chair), Andrew Potts, Karen Packham, Kevin Sibson, Andy Robertson (via TEAMS) and Adele Christie

Apologies: Alma Hodgson and Gary Limbert

Declaration of Interest: Paul Doherty (Parish Council)

Discussion Points	Actions
<p>Confirmation of new Trustee: PD proposed Adele Christie as a new Trustee, seconded by KP and accepted unanimously by all Trustees.</p>	
<p>Minutes: It was agreed to redact any personal information regarding contracts of employment from the minutes published on the website. Minutes of previous meeting accepted as in good order. COVID diary to be updated and approved by all Trustees</p>	<i>AP</i>
<p>Treasurers Report: Report accepted as in good order and approved. BLF grant reporting will continue for 2 years, due to COVID. The final payment of the original grant has now been received. Adele Christie was proposed by AP and seconded by PD as a new cheque signatory on the bank account. Accepted unanimously. It was proposed that all paper bank statements to be addressed to the Library. Proposed by KP, seconded by PD and approved by all Trustees. Year end accounts have been returned and accepted in good order. To be published on website and Charity Commission website.</p>	<i>KP</i>
<p>Trustee Recruitment: A new Trustee is still required, to be responsible for HR. PD to contact a suitable candidate to ascertain interest. A Trustee with Marketing experience may also be useful.</p>	<i>PD</i>
<p>Old Girls' School update: The CCM anticipates 98% of forecasted main hall use, but still a shortfall on income generation. Currently U3A, the Cinema and other regular sessions cannot function under COVID rules. A budget was presented, which confirmed the importance of Government schemes to assist with salaries, as well as grants for general running and operations. Staff furlough: The government pays 70% salary in September and 60% in October but no longer pays pension or NI. Decision is required on whether to include the CCM in the new Job Support Scheme. Agreed in principle to include on the scheme and look to top up the salary shortfall. AR proposed that the</p>	

<p>CCM's time be used to assist the Library in marketing and assist as Library Co-Ordinator. AP to discuss with CCM. The Cleaner is currently working at half capacity. Tearooms and Kirkgate Childcare: No issues with these tenants.</p>	<p>AP</p>
<p>Community Publications: The October/November issue (issue 9) has been published electronically. The printed copy is still at the printers. The main feature is the proposed Unitary Authority.</p>	<p>PD to check on status of printed copies.</p>
<p>CCM Report: Report as per OGS update.</p>	
<p>Library Update: Library is very quiet at present, due to general uncertainty in the local population. Restrictions on numbers allowed in to the Library hinders current usage. AC proposed creating exclusive times for vulnerable members of the Community. To be discussed by the LMG. The Community Hub: This cannot progress under current Covid restrictions. It will be important in the future, as Sherburn is a remote settlement in the current SDC area and would be even more so if a Unitary Authority was established. Budget for Refurbishment: Grants currently available are exclusively for Covid recovery. A budget for the necessary refurbishments was discussed. It was suggested to approach the Parish Councils within the Library's catchment area, as the Library is seen as a major benefit to the Community. A detailed proposal from the LMG would be required before any decisions on the level of refurbishments can be made. AR suggested creative thinking was required and marketing ideas were required to assist the LMG in deciding on what options should be considered. It was agreed that a base budget of £25,000 was approved in principle.</p>	
<p>Library Garden/Pocket Park: Works scheduled to commence early October. AR requested confirmation that the Grant would still be available on late completion and also what Marketing has been actioned.</p>	<p>PD</p>
<p>SCAG Update: Shopping requests, prescriptions etc. will now be handled by SVS. A weekly donation of £50 will be made through grants from NYCC. The Community Support Organisation provides support and advice to all local Coronavirus support groups. A £5,000 fund has been made available to these groups from the CSO, with £500 per organisation available on application. This can be used for PPE and other expenses incurred whilst helping communities to connect. The CSO is a voluntary organisation and the grants are financed by SDC. The Trust will be retaining the financial matters for SCAG. NYCC fully supports this arrangement. The belief is that this support will be required through into 2021.</p>	

<p>The SPC thanked the SIECT for their assistance in enabling SCAG to be such a success.</p>	
<p>100 Club: It had been decided not to single out and propose anyone for awards.</p>	
<p>Trust Policies: Grievance Policy and Disciplinary Policy point of contact to be amended to the Chair of the Trust. Safeguarding Policy point of contact to be amended to Chair of Trust. Data Protection Policy is currently under review. Whistleblowers Policy to be created. Media Policy to be reviewed Financial Management and Controls Policy to be reviewed by KP and AC Reserves Policy to be reviewed with regards to viability of maintaining the fund against unknown future maintenance costs. Library Complaints Policy point of contact to be amended to member of LMG. Finance Policy to be reviewed by KP and AC Equality and Diversity Policy approved. Exit Strategy Policy approved.</p>	<p><i>KP and AC</i></p> <p><i>KP and AC</i></p>
<p>Marketing: The CCM is promoting the OGS through all media. AR is promoting Trust activity with SCAG and the Pocket Park, as well as the proposed Low Street refurbishment.</p>	
<p>SIECT 3 Year Plan: Documents to be circulated for discussion at the next meeting, possibly taking into account the current situation. All Management Groups to review their plans and create new 3 year plans for review in November's Trust meeting.</p>	
<p>Staff Update: CDM Contract. The CDM's primary role has been supporting Covid recovery within the Community. SPC have agreed to extend the CDM contract for the 3 months funded by NYCC.</p>	
<p>Any other business: Decisions on format of Trust meetings to be agreed, dependent on Covid restrictions.</p>	

Date of Next Meeting:

Next meeting to provisionally on 26th October at 6pm in Vera Watson Room, unless Government advice allows otherwise.

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.