

SHERBURN IN ELMET COMMUNITY TRUST
MINUTES FOR TRUSTEES VIRTUAL MEETING
HELD AT 6.00PM ON 15TH DECEMBER 2020

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

Apologies: Alma Hodgson and Gary Limbert

Declaration of Interest: None

Discussion Points	Actions
<p>Minutes: The minutes of the previous meeting were approved.</p>	<p><i>AR to publish on the website</i></p>
<p>Treasurers Report: Report to be circulated by new Treasurer for approval by Trustees. Signatures for access to bank details to be updated. Allyson Chambers and Tony Hewitt to be removed as signatories, to allow new Trustees to be accepted by the bank. Amendment proposed by PD and accepted by all Trustees.</p>	<p>AC</p>
<p>Old Girls' School update: CCM's Report The report was accepted as in good order. Operational Status The current Tier structure has restricted users from Tier 3 areas using the facilities in December, as the OGS is within a Tier 2 area. January bookings look positive at this moment, though is reliant on any changes to Govt restrictions. Staff Furlough All staff are currently on flexi furlough. HE to provide instructions to staff on holiday allowance and when these should to be taken. Tearooms and Kirkgate Childcare The Tearooms and Kirkgate Childcare are both open and, with the Physiotherapy sessions, are currently providing the main income for the OGS. FOGS FOGS current fundraising activities is restricted to selling calendars and raffle tickets for Christmas hampers. AOB There has been a second incident of an arson attack on wheelie bins. Police have been informed, with further investigations being made. Security to be discussed by MOGS, including current location of the bins near the entrance to the building.</p>	<p>HE</p> <p>AP</p>
<p>Community Publications: The next edition of The Informer to be published end of January. Donate Local is to feature on the cover, with updates on SCAG to be included. AC proposed including an article on the progress of the Library renovations. The Parish Council to be asked to confirm the arrangements for the Informer. To be reviewed by the PC in January 2021. Marriane Pal wishes to feature the Library renovations in The Resident.</p>	<p>AP</p>
<p>Library Update: KP complimented the LMG and Library volunteers on the fantastic effort with the renovations. All remaining works can now be completed without closure. AR advised that there has been a positive and enthusiastic response to the renovations on social media. Completion, including carpets, should be possible by Easter. Delays in completion have been created by supply issues on materials, due to Covid.</p>	

<p>Library Garden/Pocket Park: Time frame for the works has slipped again. Works now to commence in January. The time frame remains at 2 weeks for completion.</p>	
<p>SCAG Update: Continuing at a busier level than during the summer, but working within capacity.</p>	
<p>Trust Policies: Financial Management and Controls Policy KP highlighted some areas that require review and questioned whether these points should be amended in the policy. It was agreed that safeguards should be maintained, specifically to ensure that spends are within budget on capital projects. Wording of point 4.8 to be redrafted. Levels of expenditure in Points 4.8 and 7.1 to be amended to £1,000 Future Grant applications to be approved by all Trustees and as per point 7.2. Fundraising activities need to have some agreement in advance, with a recommendation that the Chair of the Friends provides reports on activity and a calendar of fundraising activities. This would help ensure a positive stance on risk and the reputation of the Trust and its activities. Confidentiality Policy This policy was recommended by the Charity Commission for Grant applications. AR questioned if this policy was necessary. It was suggested that this policy should be reviewed, with volunteers for Trust activities taken into account. Amendments to other policies, such as the Volunteer Policy, could be sufficient to accommodate this policy. Data Protection PD has logged a query with NYCC on the proposed policy, regarding contact with NYCC and SDC. Advise and recommendations are required before the policy can progress. Pay role security is under review by KP. AR suggested using available Microsoft Software to share information.</p>	<p>AC</p> <p><i>AP to request from Chair of FOGS</i></p> <p><i>KS to review volunteer's policy</i></p> <p><i>PD to amend on receipt of appropriate advice</i></p> <p>AR</p>
<p>SIECT 3 Year Plan: PD presented an updated 3 Year Plan including observations on how this has been affected by Covid. AR commented that the document provided an important overview of Trust activities. The document was debated by the Trustees and approved by all Trustees, with the caveat that the document will continue to be regularly reviewed.</p>	
<p>Staff Update: CDM Contract SPC have been advised that the CDM is working 10 hours per work for the Community Support Organisation, so will be paid for this time by NYCC. The remaining time the CDM is on flexi furlough. A decision has not been made by the SPC, with regards to any refunds of appropriate monies to the SPC or date of termination of the contract. A request for guidance is still required from SPC General: Potential continued staff furlough depends on any restrictions put in place in January. Staff to be advised by letter.</p>	<p><i>KP and HE</i></p>
<p>Any other business:</p>	

NYCC circulated a letter of thanks and pin badge to all volunteers involved in COVID assistance within the community over the last few months.	
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Date of Next Meeting:

A virtual meeting on Monday 25th January 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.