

SHERBURN IN ELMET COMMUNITY TRUST
MINUTES FOR TRUSTEES VIRTUAL MEETING
HELD AT 6.00PM ON 25TH JANUARY 2021

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

Apologies: Alma Hodgson

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 circulated and approved as accurate An additional Covid Grant has been awarded to The Old Girls' School. Awaiting on a similar outcome for the Library.</p>	
<p>Old Girls' School update: CCM's Report The report was accepted as in good order. The CCM's achievement in December was excellent, despite current circumstances. Operational Status Currently closed, due to lockdown. Not expecting to open until April. Staff Furlough All staff are currently on flexi furlough. HE to provide instructions to all staff on holiday allowance and when these should be taken. Tearooms and Kirkgate Childcare The Tearooms is closed. Kirkgate Childcare is open and, with the Physiotherapy sessions, currently providing the only income for the OGS. FOGS Currently no fundraising activities.</p>	<p><i>HE</i></p>
<p>Community Publications: The latest edition of The Informer is now published with hard copies available to circulate to all homes in the village. AR to upload digital copy onto the website. The Parish Council was previously asked to confirm the arrangements for funding The Informer. Still with the PC.</p>	<p><i>AR</i></p>
<p>Library Update: Currently closed. Click and collect was impractical in current lockdown restrictions. The carpet is being replaced during the closure. The roof repairs have been completed. The cost of floor repairs and carpet replacements was discussed, as the replacements are required due to the roof leak. The roof is the responsibility of the landlord, being NYCC. Photos of the renovations to be used to promote Library re-opening, when possible.</p>	<p><i>KS</i></p>
<p>Library Garden/Pocket Park: Works were to commence in January. Parish Council to be contacted to enquire on when the project will begin. AR questioned if Groundworks could be contacted directly on status of the project. PD is not aware of a time limit on the budget for the venture.</p>	<p><i>AP to contact Parish Council</i></p>
<p>SCAG Update: Continuing with lower demand than during summer 2020 and still working within capacity. Additional volunteers are available if required. The Community appears to be better equipped to manage personal requirements in the current lockdown.</p>	
<p>Trust Policies:</p>	

<p>Financial Management and Controls Policy Some wording within the policy was discussed, specifically regards management and authorisation of potential overspend on capital projects and ownership of the credit card. To be amended and agreed for adoption by all Trustees.</p> <p>Confidentiality Policy KS to review Volunteer Policy for overlaps with Confidentiality Policy.</p> <p>Data Protection Latest version approved for adoption.</p> <p>Environmental Policy Subject to amendment on date of review, approved by all.</p>	<p>KP</p> <p>Defer to next meeting</p> <p>AP</p>
<p>Trustee Recruitment: Following the resignation of Adele Christie, she will be removed from the list of cheque signatories. Karen Packham has agreed to resume her role as Treasurer. KP commented that the appointment of a new Treasurer would be better suited to begin in January 2022. PD proposed to advertise vacancies for 2 new Trustees in the next issue of The Informer, The Resident and on social media.</p>	
<p>SIECT 3 Year Plan: Community Development Plan was approved, based on the stipulation that it works within the Trusts' financial year.</p>	
<p>Staff Update: HE queried the management of staff, to confirm if CCM is maintaining contact with the CCC's. The funding of the CDM's contract is due to expire in August. If it is not renewed the PC will need to consider adopting responsibility for the Community minibus</p>	<p>AP to discuss with CCM</p>
<p>Future Options: NYCC are keen to explore how the Trust can provide further support in the Community, including as a Community Anchor Organisation. The Trust would require funding from NYCC, including personnel for the management of any possible activities adopted by the Trust. The catchment area of responsibilities would need to be agreed with NYCC. PD proposed a meeting with the Trust Treasurer, SVS, the CDM and Tom Jenkinson (NYCC) to discuss how this may be facilitated. GL commented that NYCC are encouraging and funding Community Support Organisations at a local level. Such organisations are better suited to be able to identify local requirements. SCAG and CSO are both working well at present, with funding available for extension until end September. PD proposed that the agreement with NYCC be continued until this date.</p>	<p>PD to arrange meeting</p> <p>Agreed by all Trustees</p>
<p>Any other business: SharePoint was raised by AR. This is a cloud-based repository for storage of documents. This will ensure that key files can be securely stored. All agreed to adopt the software.</p>	

Date of Next Meeting:

A virtual meeting on Monday 22nd February 2021 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.