

**SHERBURN IN ELMET COMMUNITY TRUST**  
**MINUTES FOR TRUSTEES MEETING**  
**HELD AT 6.00PM ON 28<sup>TH</sup> JUNE 2021 AT**  
**THE SHERBURN LIBRARY**

**Present:** Kevin Sibson (Chair), Andrew Potts, Hazel Elderkin, Julie Fewkes, Jessica Farmer, Karen Packham and Andy Robertson

**Apologies:** Alma Hodgson, Gary Limbert and Paul Doherty

**Declarations of Interest:** None

**Late Arrivals:** None

| <b>Discussion Points</b>  | <b>Actions</b>  |
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| <p><b>Minutes:</b><br/>The minutes of the previous meeting were approved.</p>   | <p><i>AR to publish on the website</i></p>  |
| <p><b>Treasurers Report:</b><br/>The Treasurers report was accepted as in order. KP requested that a quarterly review be made at the next meeting. An additional account has been created to handle all monies from NYCC.</p>   | <p><i>KP</i></p>  |
| <p><b>Grant Applications:</b><br/>The <b>FEAST</b> Application has been successful. Advertising of a programme for an August children's youth club at the OGS and Library will be required. Recruitment of volunteers will be needed.<br/><b>Kingspan</b> have awarded a grant for a holiday club, which has been extended by 1 year to September 2022. The flexibility will allow for Children's Clubs to be held in future school holidays.<br/>A <b>Tesco</b> Grant has been applied for the Library.</p> <p>AR proposed a wish list be created for the Trust's activities. In particular, it was agreed that children should be a focus.<br/>Jess F proposed a fundraising plan be created.</p>   | <p><i>All Trustees to consider ideas</i></p>  |
| <p><b>Old Girls' School update:</b><br/><b>OGS Roof:</b> K2 have provided an excellent report on the condition of the roof. KS commented that the survey highlighted areas of the building that did not meet current building regulations. These include the slope of the roof, which creates the issue with maintaining the water tightness of the building, and the chimney height, which is higher than regulations allow. It was agreed that any such repairs should be costed and NYCC should be approached and asked to take responsibility for any repairs that may be required.<br/>Part 2 Minutes:<br/><b>Licence on Tearooms:</b> PD and KP to meet with DJ to discuss new lease. See Part 2 Minutes.<br/><b>CCM Report:</b> June report received and circulated.</p> | <p><i>KS to discuss with PD on the creation of a sub-group to review options and costs.</i></p> |
| <p><b>Library Update:</b><br/>On track for installation of new shelving and furniture.<br/>Redundant furniture has been offloaded to local schools.<br/>There is a re-opening event on 7<sup>th</sup> July.</p>   |   |
| <p><b>SCAG Update:</b><br/>PD reported no increase in enquiries. HE enquired if residents were aware that the service was still available. It was felt that there was sufficient publication that the service was still operating.</p>  |   |
| <p><b>Library Garden/Pocket Park:</b><br/>Work is ongoing, with the contractor reporting issues on obtaining materials. Concerns were raised on what will be required within the</p>  |   |

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| format of the evaluation of the completed project. Funding has been made available to complete this. It was agreed to transfer the Grant, less the evaluation fee, to SPC.<br>See part 2 minutes.  | <i>Agreed by all Trustees.</i>                       |
| <b>Trust Policies:</b><br>Volunteer Policy Approved.   | <i>AR to upload to website</i>                       |
| <b>Community Anchor Organisation:</b><br>NYCC approved the document submitted by KP.<br>Funding streams need to be agreed, with the Trust required to apply for a Grant for the funding from NYCC.<br>Funding will initially be limited to 3 years.<br>All Trustees agreed on KP submitting the application.<br>A meeting is to arranged with NYCC to discuss their database, which would assist in progressing the project. | <i>KP</i>  |
| <b>Collaborative working:</b><br>The Chair of the PC has requested to attend a Trustees meeting, to open discussions on working together. A date is to be agreed with the PC. See part 2 Minutes.  | <i>All Trustees to provide topics for an agenda.</i> |
| <b>Staff Update:</b> See Part 2 Minutes<br>The Trustees approved the proposals for revised employee contracts and recruitment for new staff.<br>AR abstained from the decision on the CCC's contracts.   | <i>HE</i>  |
| <b>Risk Register:</b><br><i>To be reviewed at the next meeting.</i>  | <i>KP &amp; PD</i>                                   |
| <b>Any other business:</b><br>None   |  |

***Date of Next Meeting:***

*Monday 26<sup>th</sup> July 2021 at 6pm at The Library*

*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.***