

SHERBURN IN ELMET COMMUNITY TRUST
MINUTES FOR TRUSTEES MEETING
HELD AT 6.00PM ON 27TH SEPTEMBER 2021 AT
THE LIBRARY

Present: Kevin Sibson (Chair), Andrew Potts, Hazel Elderkin, Julie Fewkes, Alma Hodgson and Karen Packham

Apologies: Paul Doherty, Jessica Farmer, Gary Limbert and Andy Robertson

Declarations of Interest: Alma Hodgson (Gala)

Late Arrivals: None

Discussion Points	Actions
A Decision was made to hold this as a General Meeting	<i>KS</i>
Minutes: The minutes of the previous meeting were approved.	<i>AR to publish on the website</i>
Treasurers Report: The accounts were reported as healthy. KP proposed that payroll be moved to Childs for a minimal annual fee of £200 per annum plus VAT. This was approved to commence from 1 st October.	<i>Approved by all</i>
Grant Applications Update: Selby District Council Grants: The OGS is looking to secure monies from the Welcome Back Grant for improved sound proofing and acoustics in the main halls. Additional equipment for the Community Cinema, such as a blue ray DVD and built in projector was also discussed as part of the application. Sherburn Parish Council Funding Application Restrictions: No progress with the defibrillator application. OGS Roof: No progress at present. Benendon Health: £1,800 grant for Community health and Connecting applied for by KP.	
Old Girls' School update: Defibrillator: As per Grant Applications. OGS Roof: Awaiting progress report from GL. CCM Report: August Report circulated. August room hire was low, as previous years. However, bookings for September and October are very healthy. Overall, it was acknowledged as a positive report	
Library Update: The reopening event was a success, with excellent feedback from attending NYCC and SDC representatives.	
Staff Update: Furlough payments for staff will end on 30 th September. The CAM has received a new contract, based on the new responsibilities within the role. The OGS still has a vacancy for a new CCC. The Caretaker's duties are to be considered separately. MOGS to review the best route to progress filling the vacancies. The Library has advertised to fill the new position of Library Coordinator.	<i>MOGS to review at next meeting</i>
Library Garden/Pocket Park: The project may be completed in the next 2 weeks.	

<p>Trust Policies: Disciplinary Policy: HE presented an updated version. Equality and Diversity Policy: HE presented amended versions.</p> <p>Data Protection and Privacy: KS presented a document for review, covering how data is held by the Trust and its representatives. A number of key points on data held were discussed, which may or may not be appropriate to hold. In particular, DOB was discussed. It was agreed that data held on volunteers, staff and Trustees should be reviewed, with all critical information to be held on secure Trust devices or locked securely at Trust premises. The Schedule was discussed, amended and populated with actions and responsibilities.</p>	<p><i>Both approved for adoption</i></p> <p><i>KS to review the schedule and amend the document for review by the Trust</i></p>
<p>Trust Officers Nomination: KS proposed a review of election of Officers from the Trustees. These include the Chair, Treasurer, Vice-Chair and Secretary. Grant Application (Fundraising) was also considered as a separate position from the Treasurers role.</p>	<p><i>Trustees to consider for next meeting.</i></p>
<p>Welcome Back Fund: AR provided a written report as follows: Sherburn Community video. <i>Launched 16/9 by Selby District Council on Facebook. Intention is to enable people to check what groups and activities exist and become involved. The OGS featured, but not the Library. Supporting community web page with links to orgs and clubs/activities inc. Library.</i> Video: https://fb.watch/83riC8f6ba/ Webpage https://www.selby.gov.uk/community-activities Paid for by SDC Welcome Back fund. Tadcaster and Selby versions also published. Online community events calendar. <i>Looks likely to proceed, but contract/specifications to be confirmed. Intention is to be on SherburninElmet.co.uk and replace events section already there and link/embed from anywhere eg Parish Council, SDC and OGS events on OGS website.</i> Development Paid for by SDC Welcome Back fund. Ongoing costs and management covered by Creative Shed. Welcome to Sherburn booklet. <i>Second edition likely to proceed with Creative Shed as a slimmer hard copy delivered to homes. Not sure if it will include adverts. The Trust will have the opportunity to review draft copies.</i></p>	
<p>Fundraising Strategy: JFe discussed importance for a Business Plan. Progress is ongoing with update to be provided at next meeting.</p>	<p><i>Sub-group to report to report at next meeting</i></p>
<p>Community Anchor Organisation: KP presented 2 documents, being the Terms of Reference and Partnership Agreement with SVS. These were discussed and amends proposed on the Terms of Reference and the Partnership Agreement.</p>	

<p>The Partnership Agreement was approved, subject to minor amends, and be submitted for signatories.</p> <p>KP presented a “What’s in a Name” proposal, to determine the most suitable title for the organisation. It was agreed that the Organisation be titled “Community Support Network”, as this best represents the activities and functions of the Organisation.</p> <p>The Terms of Reference were discussed, with representatives discussed in detail. It was agreed that a member of the LMG, a Trustee and the CAM would represent the Trust. PD to act as Chair. Draft copy to be sent to SVS for discussion.</p>	
<p>SCAG Update:</p> <p>PD provided a written report.</p> <p>1. <i>Representatives of SCAG attended the Selby District Shining Stars Awards held at Selby Abbey on 10th September. SCAG received a Certificate of Special Recognition for outstanding support given to our local community and there was some positive publicity (photos and a quote) in the Selby Times published on the 16th. Other Sherburn successes were Arc Workwear, who won the Local Business Making a Difference Award, and 1st All Saints Scout Group, who were awarded the Silver Award in the Volunteer Group of the Year category.</i></p> <p>2. <i>SCAG Thank You event was successfully held on the 17th. Janet Waggott, Chief Executive at Selby DC, thanked the volunteers for their efforts. Tom Jenkinson, the North Yorkshire Stronger Communities Manager for this area, also spoke and presented a plaque in recognition of the work done during the Covid crisis.</i></p> <p>3. <i>At a meeting of the SCAG Management Group on 15th September, PD summarised the Community Anchor Organisation concept (having previously explained it to the Group). The Group agreed that the logical conclusion would be for SCAG to wind down its activities and for those to be taken over by the CAO. The Trustees discussed the submission and agreed with the proposal. SCAG responsibilities to be wound down, as the Community Support Network will adopt responsibility of all actions.</i></p>	
<p>Any other business:</p> <ul style="list-style-type: none"> • Approval of signatories for OGS Lottery/Gambling License was discussed. All agreed that AP and AH should continue as signatories. • Location of the SCAG Award Plaque and Certificate was discussed. It was agreed to locate them both at the Library. 	<p><i>Agreed by all. SK to prepare paperwork</i></p> <p><i>Agreed by all.</i></p>

Date of Next Meeting:

Monday 25th October 2021 at 6pm at the Library.

Email communication on all urgent matters if required before then.

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