

SHERBURN IN ELMET COMMUNITY TRUST
MINUTES FOR TRUSTEES MEETING
HELD ON 20TH DECEMBER 2021 VIA TEAMS

Present: Paul Doherty (Chair), Kevin Sibson, Andrew Potts, Andy Robertson, Jessica Farmer, Julie Fewkes and Karen Packham

Apologies: Alma Hodgson and Hazel Elderkin

Declarations of Interest: None

Late Arrivals:

Discussion Points	Actions
Meeting opened at 18.00	
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 and having no issues to report.	<i>Approved by all</i>
Old Girls' School Roof Update: KS reported on the current status with Carter Jonas. A full survey was conducted on Friday 17 th December, with the cost below budget. A small amount of asbestos was located in one area, but this is a minor issue. There may be trace elements in the rafters, though this was not a major concern. It was thought there may be asbestos in the cellar, though the detailed survey has given this a clean bill of health. The previous repairs on the toilet roof are not adequate and will need to be included with the roof repairs. Carter Jonas believes that there may be less work than initially thought, ensuring this will be an affordable project. Carter Jonas will prepare a tender document by end of January, including materials and costs on options for the Trust to decide on what to commit to. It is currently thought that the Trust will need to appoint a main contractor before the end of March. KS will liaise with Carter Jonas to ensure the timeline is met.	
Old Girls' School and CCM Report: The CCM reported November as the best month ever, with the new CCC proving to be a great asset. There is some uncertainty, with regards to potential new lockdowns due to Covid and how this will affect bookings. However, the OGS is tracking ahead of the annual budget, so should comfortably achieve the target.	
Fundraising Strategy: JFa updated the Trust on the progress with the Fundraising Strategy. This will include a new logo. Amendments were proposed and accepted. The proposed amendment to the Mission Statement was approved by all. KS proposed the inclusion of Church Fenton, Barkston Ash, Biggin and Saxton, within the Beneficiaries of the Trust. AR proposed a review of a local map to ensure accurate coverage and inclusion within the area. Fundraising and Grant Applications within the strategy were discussed, with reference to specific projects and facilities that require improvements. PD requested that the Library and the OGS provide details on	<i>JFa, JFe and AR</i>

<p>what they wish to raise funds for, which will help establish the Fundraising Strategy. To be reviewed again at next meeting.</p>	
<p>Library Update: KS reported that risk assessments have had to be updated. Footfall has dropped significantly, due to current concerns with Covid. There have been no reports of positive test among volunteers. The recycling plastics box scheme has finished, as the free offer has been withdrawn. A fee of £75 per box has now been implemented, which is not affordable.</p>	
<p>Staff Update: PD reported that the new Library Coordinator commenced on 1st December.</p>	
<p>Grant Applications KP reported on the status with applications for the OGS roof and cinema/sound proofing grants. Both are awaiting the application form from SDC for the Grants to be applied for.</p>	<i>KP</i>
<p>Trust Policies: None to discuss</p>	
<p>Library Garden Update: PD reported that SPC advised that the Lighting and the Teasels would be finished shortly. There does not appear to be a bin, which will be checked.</p>	
<p>Menfulness: AR discussed the project, which helps with men with mental health issues in York. As a minimum, this could be included within our database, though the Trust could also consider helping facilitate men's activities through the CSN.</p>	<i>PD to discuss with AMP</i>
<p>Community Fridge: NYCC Stronger Communities have advised of a grant being available from the Co-op to provide this service. The issues were</p> <ul style="list-style-type: none"> • insufficient funds available to cover potential costs. • Availability of suitable premises • Provision of suitable equipment • Volunteers and management of perishable goods <p>KS also believed this was not the "right fit" for Trust activities. AR observed that this fell under the area of "food poverty", which is not one of the main strategies with the Trust. It was agreed not to pursue this further.</p>	
<p>Welcome Back Fund: AR reported that the bookwork will be available in January. AR had provided significant amendments to the document.</p>	
<p>CCM Report: Accepted as in good order.</p>	
<p>Community Support Network: PD provided an update on the current status of the agreement with SVS as follows: The Partnership agreement has been signed and half of the agreed funding paid to SVS.</p>	<i>Approved by all</i>

<p>Database of information on local villages will be completed by mid-January. The CSNM has visited and met key contacts in nearly all the villages.</p> <p>A meeting regarding marketing, promotion and branding was held on 15th December. Communications plan to be drawn up.</p> <p>Marrieanne Pal of Creative Shed attended and quoted £50 to create a logo. An A5 two sided leaflet was also proposed, to be distributed to all the houses in the CSN. Costs were discussed.</p> <p>Requests to SVS for help in respect of shopping etc have so far shown no increase, despite the impact of Omicron. However the CSO have had a flurry of requests for foodbank vouchers. As the number of Covid cases is expected to continue to rise, the situation is being monitored and an appeal for volunteers may be required.</p> <p>Statistics for the first quarter of the CSN's operation (Oct to Dec 2021) will be provided to the Trustees meeting in January.</p> <p>PD also reported that the CSN will have an article in the February edition of The Resident.</p>	
<p>Any Other Business:</p> <ul style="list-style-type: none"> • It was agreed that Health and Safety Documents, regarding the Trust buildings should be held securely on site and on Sharepoint. • An end of year review on FOGS was prepared by the Chair of FOGS and was discussed by the Trust. • PD opened a discussion on how many additional Trustees should be considered, after the resignation of GL. It was agreed that the vacancy should be filled. JFa proposed that missing skill sets should be considered for any proposed new Trustees. 	<p><i>AP to meet with AC</i></p> <p><i>All to consider skill sets for a proposed new Trustee</i></p>
<p>Meeting Closed at 19.40</p>	

Date of Next Meeting:

Monday 24th January 2022. Venue to confirm.

Email communication on all urgent matters if required before then.

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