

SHERBURN IN ELMET COMMUNITY TRUST
MINUTES FOR TRUSTEES MEETING
HELD AT 6.00PM ON 25TH OCTOBER 2021 AT
THE LIBRARY

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

Apologies: None

Declarations of Interest: Alma Hodgson (Gala) and Gary Limbert (Parish Council)

Late Arrivals: None

Discussion Points	Actions
Meeting opened at 18.00	
<p>Minutes: The minutes of the previous meeting were approved. AR agreed to update the website with approved policies.</p>	<p><i>AR to publish on the website</i></p>
<p>Treasurers Report: The accounts were reported as healthy. OGS ahead of budget and the Library also performing well. KP flagged concerns with the cost of supply of energy. NYCC, who provide the contract for supply, have advised to budget for a 25% increase in 2022. JFe was proposed by KP and seconded by GL to become a bank signatory.</p>	<p><i>Approved by all</i></p>
<p>Grant Applications Update: Selby District Council Grants: Sound Proofing and Acoustic Improvement proposals for the OGS were presented to members of SDC. A grant can be applied for, within SDC November Executive Meeting. Two Ridings is also a possibility for funding. £10,000 is required for the project. KP also proposed that the OGS would run its own cinema in future, as part of these improvements, enabling the OGS to increase revenue. Defibrillator: SPC has approved financing the provision and installation for one at the OGS. A unit has been ordered, with a lead time of around 4 weeks for the defibrillator unit. There is a delay in the supply of the case. This will be registered on the National Website.</p>	<p><i>Approved by all</i></p>
<p>Old Girls' School update: CCM Report Presented: The report shows good progress since lockdown. Room hire costs to be reviewed in April, especially in view of potential energy costs. OGS Roof: GL proposed that a professional company be appointed to manage the project and provided a quotation. Further civil and structural engineering companies to be contacted for additional quotations. The costs and benefits of appointing such a business was discussed, with GL pointing out that the complexities involved with repairs to such an old building required professional expertise and skill sets. GL requested all Trustees to provide questions on the quotation,</p>	<p><i>Trustees to provide GL with</i></p>

<p>to enable a complete understanding on the services provided and GL to subsequently request confirmation of services provided. <i>It was approved by all that a professional company be appointed.</i> The Trust would be liable for these project management costs, with an application for the capital cost to be made to SDC. SDC has moneys available to fund legacy projects. A funding application can be submitted following the November SDC Executive Meeting. The appointment of a professional company to project manage repairs to the roof was proposed by KP. AR suggested that solar panels be considered as part of the repairs. KS was concerned, with regards to the timescale on the project, which would need to commence by 31st March, to qualify for receipt of the SDC grant being applied for. KS also referred to the loose tile and potential health and safety issues. GL to review the roof condition report and provide the Trust with recommendations.</p>	<p><i>queries by 30/10</i></p> <p><i>Approved by all</i></p> <p><i>GL</i></p>
<p>Library Update: Open and operating well, despite a low footfall.</p>	
<p>Staff Update: HE reported recruitment of a new CCC, who will commence employment on 1st November. There were no applications for the Library Coordinator position. The package and duties were therefore reviewed, with 6 applications for the revised role.</p>	
<p>Library Garden/Pocket Park: GL reported that the project was near completion. AR pointed out that the Pocket Park was not as per the proposed plans submitted by SPC. These included high value cosmetics within the specifications. GL to approach SPC and discuss. Safety issues in the area surrounding the park was also discussed, with uneven paving and hazards left by the contractors. A review of works evaluation and an official opening date was also discussed. PD noted that an End of Grant Report would be due and given his involvement with this project he agreed to draft it.</p>	<p><i>GL</i></p> <p><i>PD</i></p>
<p>Trust Policies: Grievance Policy: HE presented an amended version. Whistleblowing Policy: HE presented amended versions. Data Protection and Privacy Notices: KS requested that all Trustees review what data they held and if it was required within their role. Time limits for holding data to be considered. A policy would be required for request for information from third parties.</p>	<p><i>Both approved for adoption and AR to upload onto the Trust website</i></p> <p><i>KS</i></p>
<p>Trust Officers Nomination for the AGM: 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. PD proposed that a new Chair be considered for 2022.</p>	<p><i>Trustees to consider for next meeting.</i></p>

<p>KS agreed to continue as Vice Chair. KP no longer wished to stand as Treasurer, with JFe to take over the role. A new role of Grant Applications was discussed, with JFa agreeing to take the position. AP agreed to continue as Secretary.</p>	
<p>Welcome Back Fund: AR provided an update. Sherburn Community video. An extended video has been released, with good footage for the OGS and Library. Online community events calendar. This is now up and running, in association with Creative Shed. A number of Associations and Groups are already successfully updating events. Welcome to Sherburn booklet. Second edition is progressing.</p>	
<p>Fundraising Strategy: JFe/AR/JFe presented a statement for vision and mission as a strategy. It was agreed to discuss this subject earlier at the next meeting, as the outcome was deemed to be of great importance to the future direction of the Trust.</p>	<p><i>Sub-group to report at next meeting</i></p>
<p><i>GL left the meeting at 20.05</i> Community Support Network: PD presented amended Terms of Reference for the CSN Working Group. The Contract with SVS was also discussed, with regards to data protection and the involvement of the Library and SVS. Receipt of the grant from NYCC was still outstanding. The services SVS would provide as part of the Network was still to be agreed. It was discussed as to what proportion of funding would be allocated to which services, within the grant application. The Trust is the lead party and beneficiary of the Grant, with SVS a proposed partner to deliver the services of Community Development.</p>	<p><i>PD to report after next meeting on 17/11</i></p>
<p>Any Other Business: None</p>	
<p>Meeting Closed at 20.40</p>	

Date of Next Meeting:

Monday 22nd November 2021 at 6pm at the Library

Email communication on all urgent matters if required before then.

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