

## SHERBURN IN ELMET COMMUNITY TRUST

### MINUTES FOR TRUSTEES MEETING

HELD ON 24<sup>TH</sup> JANUARY 2022 AT THE OLD GIRLS SCHOOL

**Present:** Paul Doherty (Chair), Kevin Sibson, Andy Robertson, Jessica Farmer, Julie Fewkes, Alma Hodgson, Hazel Elderkin and Karen Packham.

**Apologies:** None

**Declarations of Interest:** AH in respect of the Gala. JFa in respect of Arts Council Jubilee Funding. AR in respect of the staff salary review.

**Late Arrivals:** Andrew Potts

Discussion Points	Actions
<b>Meeting opened at 18.00</b>	
<b>Minutes:</b> The minutes of the previous meeting were approved.	<i>AR to publish on the website</i>
<b>Treasurers Report:</b> The accounts were reported as healthy and having no issues to report.	<i>Approved by all</i>
<b>Old Girls' School Roof Update:</b> KS reported on the current status with Carter Jonas. A draft budget cost plan was provided and was unanimously approved. This will inform the grant application which will be progressed. The need to consult our tenants was discussed and will be pursued when more detail is available on the timetable.	<i>PD, KS and KP</i>
<b>Fundraising Strategy:</b> JFa and AR updated the Trust on the progress with the Fundraising Strategy. Three options were described in terms of our fundraising strategy going forward. AR highlighted the need for a strategy going forward. AR described the Rural Arts rural touring scheme as being of possible interest to the Trust and will contact them for further information. It was agreed to submit an application to Two Ridings for funding to cover marketing and development.	<i>AR</i>  <i>JFa and AR</i>
<b>Grant Applications:</b> <b>Selby District Council Funding Applications:</b> The one for the OGS roof is being progressed as per the item above. An additional grant application for cinema equipment is being progressed by KP. <b>Food and Craft Festival:</b> PD described that this will not be held in future. The remaining funds from previous Festivals will be disbursed. It was felt that the Gala or a Jubilee event might be the best destination for these. <b>Art Council Jubilee Funding:</b> <i>JFa left the room for this item</i> There would not be an application from the Trust as it was felt that the Gala, with its Jubilee theme, would be the main event for Sherburn.	<i>KP</i>
<b>Library Update:</b> KS reported that footfall is low, though children's activities are	

running very well with some excellent work being done by Lynne Morrisroe in particular.	
<p><b>Staff Update:</b></p> <p><b>Vacancy for a Cleaner:</b> HE reported that interviews are being carried out from 24th to 26th January and it is hoped to appoint someone during the week commencing 31st January.</p> <p><b>Annual Performance Reviews:</b> Line managers were reminded of the need for these to be completed.</p> <p><b>Annual Salary Review:</b> <i>AR left the room for this item</i> A proposal by HE and KP was discussed and it was agreed unanimously to accept this.</p>	<p>HE</p> <p>PD, AP and HE</p> <p>HE, KP</p>
<p><b>Old Girls School:</b> <i>AP arrived at this point</i></p> <p><b>CCM Report:</b> The CCM reported December as a successful month with an achievement against budget of 120%.</p> <p><b>Report from Chair of FOGS:</b> AH said that this had upset FOGS as they felt that the trustees only recognised the fundraising work of FOGS and did not appreciate the other work done by FOGS which supported the day to day running of the OGS. HE and KP wanted to stress that the trustees are grateful for the work done by FOGS. AH said that the next FOGS meeting is on 3rd February and she would report back to the trustees after that.</p>	<p>AH</p>
<p><b>Library Garden/Pocket Park:</b> PD reported that the Clerk has been on sick leave and unable to provide an update.</p>	<p>PD</p>
<p><b>Trust Policies:</b></p> <p><b>Environmental Policy:</b> This was approved without amendment, though it was questioned whether we are following it closely enough. A reminder to be issued to relevant Trust staff and volunteers.</p>	<p>AP</p> <p>PD, KS and KP</p>
<p><b>Welcome Back Fund:</b> AR advised that this would be the last update on this item as all the funding has been allocated or spent. The second edition of the Welcome to Sherburn booklet has been delivered to all the homes in Sherburn and a supply of additional copies have been delivered to the library.</p>	
<p><b>Community Support Network:</b> An article on the CSN will be published in The Resident in early February and will form the basis for articles in newsletters etc in surrounding villages and in the Selby Times. A CSN logo and A5 flyer have been prepared by Creative Shed and the latter will be distributed to all homes in the CSN area. The CSN Manager has completed the first draft of the Information Handbook and working with the Library Coordinator has installed a copy on the library pod computer which can be used as a local database with clickable links. JFa suggested we thank the CSNM for the work done on this. The Library Coordinator began training for the library volunteers about the CSN on 24th January and aims to have it all completed</p>	

<p>by the time the copies of The Resident are distributed. The CSNM's Report for Oct to Dec 2021 was discussed and accepted. HE suggested that as well as the number of volunteer hours, it would also be useful to know the actual number of volunteers involved. AR suggested that if the data is on an Excel spreadsheet future Reports could make use of graphs to make trends etc easier to see.</p>	<p><i>PD to liaise with the CSNM</i></p>
<p><b>Any Other Business:</b>  <b>Appointment of a new Chair:</b>  PD advised that he is having routine surgery in March and as he had previously advised his intention to step down as Chair in 2022, he felt that the February meeting should be his last. KP was proposed and there was a unanimous vote in favour, with the March meeting being her first as Chair.  <b>Attempted Scam:</b>  The Trust have been the target of a financial scam. It was a sophisticated attempt but fortunately the Treasurer was suspicious and did not authorise the requested payment. Cyber security will need to be reviewed.</p>	<p><i>PD, KS, KP and JFe</i></p>
<p><b>Meeting Closed at 20.30</b></p>	

***Date of Next Meeting:***

*Monday 28<sup>th</sup> February 2022 at Sherburn 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.***