

## SHERBURN IN ELMET COMMUNITY TRUST

### MINUTES FOR TRUSTEES MEETING

**HELD ON 28<sup>TH</sup> MARCH AT THE OLD GIRLS SCHOOL**

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

**Apologies:** Paul Doherty

**Declarations of Interest:** Alma Hodgson (Gala)

**Late Arrivals:** None

Discussion Points	Actions
<b>Meeting opened at 18.00</b>	
<p><b>Minutes:</b> The minutes of the previous meeting were approved. JFe responded to the query on depreciative accounting and how a “sinking fund” would be prudent to cover such costs. It was agreed to commence compilation of items</p>	<p><i>AR to publish part 1 on the website</i></p> <p><i>Each site to review furniture and fittings</i></p>
<p><b>Discussion on priorities for the coming Financial Year:</b> The following were proposed as important areas for the Trust to focus on over the next FY.</p> <ul style="list-style-type: none"> <li>• Ensure completion of the roof at the OGS.</li> <li>• Ensure sustainable funding for the CSN and identify the impact of the CSN on the community.</li> <li>• Test a number of activities and review their impact. E.g. Holiday Clubs, Rural Arts, Weddings. Both the LMG and MOGS to report to Trust on a monthly basis.</li> <li>• Generate income to cover the expense of continuing the 3 principal sites and services of the Trust.</li> <li>• How to measure our impact surveys.</li> <li>• Ensure that the Trust works more closely with the 3 main services, being the Library, the OGS and CSN and that these 3 elements work better together.</li> <li>• Market the Trust within the Community, to increase awareness of what the Trust is and how it supports the Community. Positive networking with other Community Support organisations to create partnerships.</li> <li>• Look after the volunteers and show a duty of care for staff</li> </ul>	
<p><b>Treasurers Report:</b> JFe presented the Treasurer’s report. The Reserve Account has now been opened. The CSN Budget was presented and approved by all.</p>	
<p><b>Grant applications:</b> <b>Old Girls’ School Roof Update:</b> KS reported that the Selby District Council approved the Grant applied for the refurbishments of the Old Girls’ School roof. Three contractors selected by Carter Jonas have now tendered quotes, which are all favourable and will allow the works to be fully and satisfactorily completed within the budget. The tender report will be received by week ending 8<sup>th</sup> April. <b>Old Girls’ School Proposed Clock:</b></p>	

AR reported that Sherburn Parish Council had minuted the ring fencing of funding for a Clock to be sited in the bell tower of the OGS. The money was originally made available from the Cycle Club in 2016, who wished to install a communal clock within the village. AR was concerned with the liability to the Trust of maintaining the clock after installation. It was agreed to await proposals from SPC on the matter.

**Old Girls' School Cinema:**

The grant from Selby District Council for application for the cinema equipment, acoustic panels and necessary repairs to the blinds was successful.

**Two Ridings Grant:**

JFa advised that the outcome was still pending, with decisions originally promised by end March

**Energy for Tomorrow:**

AR reported that the only viable application that could be made would be for an electric charging point. The grant would cover the cost and could be a source of future income. It was agreed that the application would not be progressed, with the OGS car park being too small and access not being always available. KP reported that SDC were considering providing an electric charging point in the main village car park, behind the Sherburn Club.

**FEAST:**

The Trust has been awarded a grant which will ensure Holiday Clubs can be run at the Library and the OGS.

**Social Enterprise Support Fund:**

Funding is available to conduct surveys to help increase funding at the Library and OGS. Confirmation of acceptance would be within 10 to 12 weeks.

**Magic Grants**

The Trust is eligible to apply for another Magic Grant. This is from the Postcode Lottery.

**Fundraising Strategy:**

JFa reported that decision on the grant application from Two Ridings would be made in March but is delayed. In the short term it was proposed that only immediate fundraising would be considered. Longer term plans would be paused, until current applications are completed.

**Operational Updates:**

**Old Girls' School Update:**

AP reported that the OGS was performing well and achieved 116% of the February budget. No issues with staff or lease holders.

The revised MOGS Terms of reference were approved by all. AH reported that the meeting between HE, KP and the Friends were very constructive.

The issue with repairs to the drains were discussed. These are currently being restored to working order by Kirkgate Childcare. A contribution towards the costs of repairs was discussed.

**Library Update:**

KS reported the Childrens' activities continue to be a great

<p>success, with the Library becoming a focus for such sessions. The SLA has been received, but not the lease. The District Nurses were also still considering using the Library for office space, which would provide additional income.</p> <p><b>CSN Update:</b> A report was circulated by PD.</p>	
<p><b>Staff Update:</b> Fully staffed and all staff working effectively.</p>	
<p><b>Trust Policies:</b> <b>Financial Controls Policy:</b> PD proposed that requirement for 3 quotes should be reduced. AA sum was agreed upon for future quotes. JFe proposed that the vocabulary used should be updated, including to meet current means of payment. <b>Cyber Risk Strategy and Policy:</b> KP proposed a new policy, after attending a seminar on the subject by Zurich Insurance. KP will prepare a document and present to the Trust at a subsequent meeting.</p>	<i>Approved by all</i>
<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>• KP proposed that at each meeting a main focus subject was agreed and that a Financial Review of Year End was to feature at the next meeting. The following meeting would feature the Risk Strategy.</li> <li>• KS reported of concerns that Office 365 may expire in May. KP to investigate further.</li> </ul>	
<p><b>Meeting Closed at 19.52</b></p>	

**Date of Next Meeting:**

Monday 25<sup>th</sup> April 2022 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.**