

SHERBURN IN ELMET COMMUNITY TRUST
MINUTES FOR TRUSTEES MEETING
HELD ON 25TH APRIL AT THE LIBRARY

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

Apologies: None

Declarations of Interest: Alma Hodgson (Gala)

Late Arrivals: None

Discussion Points	Actions
Meeting opened at 18.00	
<p>Minutes: The minutes of the previous meeting were approved.</p>	<p><i>AR to publish part on the website</i></p>
<p>Terms of Office: Alma Hogson agreed to continue as a Trustee for a further 3 year term from 26th April. Paul Doherty agreed to continue, but not for a full term. After 6 years as Chair of the Trust, Paul's contribution was greatly appreciated. The Trust would not be in such a strong position without his hard work and dedication. Karen Packham, Andrew Robertson and Kevin Sibson also agreed to continue as Trustees for a further 3 year term from 24th May</p>	
<p>SIECT Priorities for the coming Financial Year: KP presented a document to the Trustees, with Trustees responsible for elements of the listed priorities, appropriate to their skill. KP proposed that this would form the structure for future agendas at Trustee meetings. Each report to include a RAG status as follows: Green = all on course, Amber = Some issues but under control, Red = Over budget, over time or in need of more resources</p>	<p><i>Agreed by all to adopt</i></p>
<p>Treasurers Report: JFe presented the Treasurer's report, including a year-end report. Childs to produce the year end figures for the Charity Commission. A detailed presentation was made for all income and costs for the Trust activities. Overall, the Trust activities all performed well in a challenging year, due to continued difficulties with Covid. KS proposed that a 6 month running cost reserve should be maintained for the Trust activities. It was agreed by all that this would be good management of the Trusts finances and ensure that the Trust will continue to be in a strong position. The BLF advised that expenditure for all grants received to be allocated by 31st August. Options for use of the remaining funds were discussed.</p>	
<p>Grant applications: Old Girls' School Roof Update: KS advised that the application with SDC was successful and the</p>	

<p>first instalment will be received by Monday 2nd May. Work may commence as early as 6th June, with a 6 week window for works to be completed. There is a concern that works may affect OGS events, with timing to be agreed with the CCM. SDC have provided funding for the total amount applied for, with an additional 20% contingency available upon request. This is standard practice on all such capital projects. The successful application and repairs to the OGS can now be publicised, with the support from SDC acknowledged in all media coverage. KS to liaise with contractor on dates and neighbours of the OGS to be contacted and advised of the works schedule, so that they are aware of potential disruptions. It was agreed that signage should be created to ensure that users of the OGS are aware that the Centre and facilities will still be open.</p> <p>Old Girls' School Proposed Clock: Sherburn Parish Council have provided a grant for £1500 for the installation of a clock in the OGS. The request was for an illuminated clock. KP to discuss further with SPC.</p> <p>Old Girls' School Cinema: The application was successful, with a date to be set for installation.</p> <p>Two Ridings Grant: JFa advised that the application was not successful.</p> <p>York St John University: An application for funding to provide access to PHD research students has been made. Initial decision by end May.</p> <p>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. Decision outstanding.</p> <p>Magic Grants The Trust is eligible to apply for another Magic Grant. This is from the Postcode Lottery. Awaiting details of application made by Library.</p>	<p><i>Media policy to be adhered to</i></p> <p>KP</p>
<p>Fundraising Strategy: All items covered within grant applications.</p>	
<p>Operational Updates: Old Girls' School Update: AP reported that the OGS was performing well and achieved above budget for both March and year end 2022. The repairs to the drains have been completed and a contribution made towards the costs incurred by Kirkgate Childcare. The register for fixtures and fittings was presented and accepted to be a concise report. AR suggested adding some additional items. MOGS are considering 3 possible performances, through the Rural Arts scheme.</p> <p>Friends of the Old Girls' School: The calendar is progressing well with possible sponsorship from local businesses, which will assist with funding the costs. The Friends will have a stall at the Gala and are looking at other fundraising options.</p>	<p><i>AP to discuss at next MOGS meeting</i></p>

<p>Library Update: KS reported that the LMG is requires new members and is actively recruiting for volunteers. A request has been made by a resident to make a fictional film focusing on the Library. The film will champion the Library and its role in the community. JFa to contact and discuss with the applicant. The SLA has not been agreed and signed yet. Discussions ongoing. JFa advised that major banks are using local venues to offer their services on a weekly basis, with a potential for additional income to the Library from room hire. JFe to investigate further.</p> <p>CSN Update: A detailed report was circulated by PD. SVS are not providing all the figures required. These include new activities and expenses. 2561 individual contacts were made and 227 organisations offering support and services were contacted since 1st October 2021 JFe left the meeting at 19.20 The final CSO funding (Covid support) has not been received. This will be the last instalment. AR commented that additional marketing could be helpful to promote the CSN further.</p>	
<p>Staff Update: HE reported that the Trust was fully staffed, with all staff working effectively. The new starters have settled in well.</p>	
<p>Trust Policies: Health and Safety Policy: PD circulated a revised policy, which was adopted. AR asked if fire drills are conducted at the Library and OGS. KS confirmed that the Library conducted regular drills. AP to advise the CCM that drills are to be conducted.</p> <p>Safeguarding Policy: KS proposed an amendment to the policy would be required, as PD is the named Trustee as safeguarding officer. KP to discuss with JFe. Other amends, regards SCAG, CSN and the partnership with SVS were discussed and agreed.</p> <p>Cyber Risk Strategy and Policy: KP to prepare and present at the next meeting.</p>	<p><i>Approved by all</i></p> <p><i>AP</i></p> <p><i>Amended document approved</i></p> <p><i>KP</i></p>
<p>Any Other Business:</p> <ul style="list-style-type: none"> • The Government Alert System was presented by AR. This will be a warning for imminent danger, using location services on a mobile device. This will include a number of scenarios, including natural disasters and other “disaster” events. • KS reported that the Office 365 service will be continuing. • KP asked all Trustees to consider if and when additional Trustee(s) should be recruited. 	<p><i>All</i></p>
<p>Meeting Closed at 19.47</p>	

Date of Next Meeting:

Monday 23rd May 2022, 6pm at the OGS.

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.