

## SHERBURN IN ELMET COMMUNITY TRUST

### MINUTES FOR TRUSTEES MEETING

6.00pm on 29<sup>th</sup> JANUARY 2018

**Present:** Paul Doherty, Andrew Potts, Karen Packham, Kevin Sibson, Les Wake, Tony Hewitt, Alma Hodgson and Gary Limbert. Also in attendance for the Youth Provision item were Councilor Mel Hobson, Rachel Crossley (Customer Business Analyst SDC) and Heather Kennedy (External Funding Co-Ordinator SDC)

**Apologies:** None

**Declaration of Interest:** Paul Doherty as Parish Councilor

**Youth Provision:** Mel Hobson presented the case for funding for the proposed new Youth Club in the Garage attached to the Library.

Meetings with North Yorkshire Youth have been positive.

Mel recommended an increase in height in the building to match the existing Library building.

Rachel advised on the position of the Grant Application:

- Original application was October 2016.
- Recommended the Trust hold the moneys and report direct to NY.
- Trust will need to make new application.
- Incidence of ASB's were influential in original application. It was suggested that the current reduced volume would not affect the application. Concerns were expressed, with regards to the accuracy of the figures in the original application and a copy of the original application was requested.
- Application can be up to £20,000. Original grant was £11,000 with match funding for a total of £15,000.
- Line of communication would be required between Trust and North Yorkshire.

*PD proposed that SECT submit new application*

*All in favour*

Mel Hobson, Rachel Crossley and Heather Kenney left the meeting at this point.

**Minutes for Last Meeting:** All agreed as correct.

*PD proposed that all approved minutes were to be published on the website*

*Approved by all.*

**Treasurers Report:** The Treasurer presented her report, which was approved.

- 80% of Enable Grant has been received. Balance on completion of works. AP to manage and by line of communication.
- Electricity: Agreed to opt in with NYCC and benefit from rates negotiated for 2019.
- Fundraising event to be held on 30<sup>th</sup> June. Live music at Eversley Park Centre.
- Form received from SDC for the £40,000 application "Better Together" Grant. Typos to amend and sign for submission.

- £25,000 Grant for windows from SDC not received. Expected imminently.
- It was resolved that the Trust has requested and authorised National Westminster Bank to add Andrew Potts and Leslie Wake to the account. It was also resolved to remove Allyson Chambers and Kevin Devers as parties to the account. *Approved by all Trustees.*

### **Old Girls' School Report:**

#### ***Quote from contractor received.***

- Some issues on the detail of the quote
- Final schedule of works required
- Gantt chart required
- Public Liability Insurance required

GL to meet Rob (Bailey Hague) and Glen (Mass Architecture) to discuss and report back to SECT.

GL to attend key stage inspections. Probably every 2 weeks.

***Kitchen:*** Dawn Jaques proposes exclusive use of Kitchen and Café seated area as a private business.

GL to arrange meeting on behalf of SECT to discuss this.

Issues as follows:

- Will CEF Grant and BLF Funding be applicable, to fund kitchen fittings for private use?
- SECT agreed that the café seated area must be available for communal use.
- Kitchen area can be exclusive to DJ, if fittings funded by DJ.
- Funding for kitchen fittings could be considered if DJ establishes a subsidiary trading company, and profit share with SECT.
- DJ will require advice on insurance, as options are available for community shared use.

GL to request Heads of Agreement for a profit sharing scheme from Simon Towns.

### ***Pergola***

Retrospective Planning Application for pergola with Karen Packham (KP) to complete and submit.

**Leases:** All completed. New lease for garage to be discussed with Elmhirst and Maxon when appropriate.

**Library Update:** All in good order.

### **Staff Recruitment:**

Gantt Chart required on works before recruitment process for OGS Centre Manager can proceed.

Cleaner: Costs from NYCC contract has increased by 10% and now includes VAT. Cleaner also required at OGS.

LW to investigate options from other Libraries and report to SECT.

Options/issues:

- Continue with NYCC contract at higher rate

- Break contract and employ privately
- EE costs to be considered if break NYCC contract

LW to try and obtain further information from three community libraries, which he has been in communication with.

Discuss and decision at next meeting.

**Trustees Forms:**

PD proposed 5 forms for all Trustees to sign, including Conflict of Interest and Declarations.

To be signed and scanned at next meeting:

- Hard copies retained in Library safe
- Digital copies in secure Microsoft “Charity” Cloud
- Access available to all Trustees
- Guides and Policies to be stored in the Cloud

**Any other business:**

David Buckle, new Chair of SDC, has inauguration ceremony at All Saints Church. Proposal is to delay the ceremony, to enable the OGS to be involved.

**Date of Next Meeting:** Monday 26<sup>th</sup> February 2018 in the Library at 6pm.  
Email communication on critical decisions until then.