

## SHERBURN IN ELMET COMMUNITY TRUST

### MINUTES FOR TRUSTEES MEETING

6.00pm on 26<sup>th</sup> MARCH 2018

**Present:** Paul Doherty(Chair), Andrew Potts, Karen Packham, Kevin Sibson, Tony Hewitt, Alma Hodgson, Les Wake and Gary Limbert.

**Apologies:** None

**Declaration of Interest:** Paul Doherty (Parish Councillor) and Alma Hodgson (Gala Association)

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

*KS to publish on website.*

**Treasurers Report:** The Treasurer presented her report and accounts were approved.

**2018/2019 Budgets:** Library budget approved. OGS budget requires confirmation from BLF on amendment to schedule of works and projected opening before the budget can be approved.

**Insurance Renewal:** Zurich approved to continue as insurance provider for OGS (Buildings) and Library (Public Liability). Policy to be amended to include OGS Manager, when appointed.

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

##### ***Building update:***

Progressing well. Internals stripped and refurbishment has commenced.

Additional costs to create storage space submitted. 30 sqm of storage area in roof space near kitchen can be created, at cost of £600 plus VAT. Proposed by PD and approved by Trustees.

Some wall areas require work additional to quotes to repair. Decision to plasterboard over and make good was agreed, as additional cost versus cost of repair was favorable against budget.

Payment schedule requested from Contractor.

Basic kitchen design agreed. Plans to be submitted to Dawn Jacques by GL.

Awaiting confirmation from Kingspan, reference request for supply of plasterboard free of charge. Cost of materials are within the project costs, if not approved by Kingspan for Charitable use.

***Air Raid Shelter:*** License Agreement issued for Gala Association to sign.

***Kitchen License:*** Heads of Agreement, in the form of a license, to be submitted to Dawn Jacques. GL and AP to co-ordinate and provide Trustees with proposed license for approval and submission to DJ.

**Library Update:** 1<sup>st</sup> Anniversary on 1<sup>st</sup> April.

Awaiting confirmation of £3,000 grant from SDC for IT equipment.

Discussions continue with NYCC, regards repairs to double doors.

**Meeting with Community First Yorkshire:** Tom Jenkinson (Stronger Communities) has supported SECT, as a sound organisation and a good body to receive funding from NYCC and SDC. Community First Yorkshire (Independent Body) have assessed SECT and submitted an Organisational Health Check Report confirming this. SECT received average scores of 8 or 9 (out of 10) in all categories, except for Marketing (7). SECT recognises this weakness and are currently attempting to recruit a volunteer with marketing and strategic skills. In addition, CFY have offered to assist SECT with marketing.

**Prevention Team request for first floor space in Library:** See Youth Provision

**Press Releases:** It was agreed that a policy was required to ensure that all press/media releases were accurate. PD has requested a copy of NYCC's media policy to see if this could be adapted for SECT use. A sub-committee of 2-3 Trustees to be created to approve all press releases.

**Data Protection:** A GDRP audit form has been produced by PD and he will work with Deborah Raven from the Library Management Group to develop this form, so an audit can be carried out as the first stage of compliance with the GDRP regulations.

**Youth Provision:** SECT would be responsible for all repairs to the Garage building, according to Heads of Terms Lease provided by NYCC. This is not acceptable to SECT and PD is negotiating terms, on behalf of SECT, with NYCC. The financial benefits of releasing the building under SECT's terms are being presented to NYCC.

The Prevention Team currently use part of the garage for storage, with insufficient space available. The Library Management Group is to discuss relocating the archive on the first floor, to allow this area to be used by the PT for storage. The release of space in the Garage would allow the Youth Club to be more viable.

The Grant Application for the Youth Club is to be re-submitted, once the license has been agreed with NYCC. SPC has also agreed, in principle, to support the Youth Club with £10,000 per annum having been mentioned.

**Staff Recruitment:**

Application process approved to proceed, with a view to appoint the OGS Manager by early July

**Any other business:**

**Safeguarding Policy:** PD nominated LW as designated Trustee responsible for Safeguarding Policy. Approved by all.

**Broadband Provider at OGS:** BT have quoted £40 per month for internet connection and telephone required for OGS. Considered acceptable by all.

**Date of Next Meeting:** Monday 23<sup>rd</sup> April 2018 in the Library at 6pm. Email communication on critical decisions until then.