

SHERBURN IN ELMET COMMUNITY TRUST

MINUTES FOR TRUSTEES MEETING

6.00pm on 17th JULY 2018

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

Apologies: None

Declaration of Interest: Paul Doherty (Parish Councillor), Les Wake (Parish Councillor) and Alma Hodgson (Gala Association)

Discussion Points	Actions
<p>Meeting Commenced at the Old Girls' School, to review the refurbishment of the Community Centre: Tea Rooms colour scheme was discussed and the colour painted was unanimously rejected by all Trustees, as it did not comply with the colour scheme agreed for the re-decoration in all other rooms in the Community Centre. <i>Agreed by all Trustees</i></p> <p>The radiator Tea Room counter is to be moved from behind the counter. <i>Cost approved by all Trustees.</i></p> <p>DJ suggested by email that a door is required into the the Tea Rooms seated area, to conform with Business rate requirements. SIECT believe she has been incorrectly advised. GL suggested a screen would be sufficient, as originally proposed.</p> <p>Snag list to complete</p> <p>The meeting closed and re-convened at the Library Tony Hewitt left the meeting at this point.</p>	<p><i>To be discussed with DJ</i></p> <p><i>GL to instruct Bailey Hague</i></p> <p><i>To be discussed with DJ</i></p> <p><i>GL</i></p>
<p>Minutes for Last Meeting: Matters arising: Fire Risk assessment booked for 7th August Minutes of last meeting approved.</p>	<p><i>KS to publish on website</i></p>
<p>Treasurers Report: Report submitted and accepted. The Solicitors event raised £1250 for the OGS. This will contribute towards cost of painting the interior. Library and OGS both have acceptable operating costs. Credit Card received for Community Trust. All statements to be checked by 2 Trustees prior to confirmation of direct debits. Funding received from the Police Commissioner for the Youth Club.</p>	
<p>Old Girls' School Report: Building update: Kitchen License and Branding is an issue, as DJ wishes to market the Tea Room with limited links to the Community Centre. This in contradiction of the vision for the Centre. The Trustees believe that there needs to be direct links with The Little Teapot and the Community Centre in both publicity and marketing. With strong competition in the village, it was believed that the link with the</p>	

<p>Community Centre would provide a valuable point of difference for the Tea Rooms. It was agreed that DJ should be invited to meet with 4 Trustees to discuss the issues and agree a clear way forward.</p> <p>In order to enable a smooth opening of the OGS, it was suggested that a meeting be held with Trustees, the CSM, DJ and Allyson Chambers (Chair of FOGS). Opening Dates specifics to be discussed.</p> <p>Allyson Chambers has coordinated the volunteers for painting, which is on schedule.</p> <p>Opening: Official opening is 2nd September, with Cllr David Buckles inauguration to SDC. This is to be an invitation only event with ribbon cutting by Bishop John Thomson. Open Day for the community to visit the OGS on 1st September. Big Key presentation at 11am. Press release for both being drafted by Ron Miller.</p> <p>OGS Sign: KP to provide GL with digital file for new sign. GL to obtain quote.</p>	<p><i>AH to discuss with DJ</i></p> <p><i>TBC</i></p> <p><i>KP and GL</i></p>
<p>Kitchen License: License signed by DJ on 15th July</p>	
<p>Library Update: Awaiting new signage from contractor. NYCC have contractors painting the exterior of the building from 30th July, but will not be painting the library part. This has been queried with NYCC, but the lease does state that the Trust is responsible for keeping the building in good repair and condition and properly maintained. The Trust is not responsible for external structural repairs to the walls and roof. Building Contractor from NYCC has declared that NYCC are not responsible for painting exterior of the Library.</p> <p>NYCC still insist on a non-repairing lease on the Garage, which could be used as a venue for the proposed Youth Club. Funding is available, if an agreement on the lease can be made with NYCC.</p> <p>NYCC wishes to transfer the lease of the Library building to SIECT and then rent space for NYCC organised sessions. NYCC to conduct a feasibility study. SIECT to review on completion.</p>	
<p>Trust Policies: Data Protection – KS and Deborah Raven to update Volunteer Policy – completed Complaints Policy – with KP to progress Health & Safety for OGS – to be discussed with CSM Safeguarding of Children & Vulnerable Adults Policy – completed</p>	<p><i>KS & DR</i></p> <p><i>KP</i> <i>SK</i></p>

Discipline Policy – completed Grievance Policy – completed Volunteer Policy – completed Whistleblowing Policy – completed Equality & Diversity Policy - completed	
New Rules for Trustees: Automatic disqualification declaration signed by all Trustees	
Organisational Health Check: KP has created suitable document with timelines and responsibilities. AP to add action points to appropriate agenda with action points. KP to discuss cost of appointing company to provide professional assistance in evaluation benchmarks for BLF. Baseline is required to monitor improvements provided by the OGS Community Centre.	AP KP and CDM
Staff Recruitment: Cleaner's employment -TUPE meeting: Retention of Pension Contributions issues cannot be overcome and the Library Management Group to discuss volunteer arrangements for a period of 6 months. New cleaner can be appointed after 1 st February 2019. B Orton has queried cleaning arrangements. PD to respond. Caretaker: Position advertised in Selby Times, Indeed and on Facebook. LW reports high interest. Closing date is 31 st July. KP, LW and SK to review applications and invite suitable applicants for interview.	PD LW, KP and SK
Youth Provision: As per Library update	
CDM : Comprehensive report provided and approved.	
Any other business: SPC: SPC has requested the assistance of CDM in obtaining quotes for a Project Manager for the Rugby Club extension. Requirement would be to prepare project brief and provide tenders for submission. SIECT to review CDM responsibilities before confirming. OGS Skip Hire: AH has received a quote for £150 + VAT for a large skip hire, required to clear remaining debris and rubbish. Request for Constitution: A formal request for the SIECT constitution was made by Nick Jacques. OGS Carpets: BSM have quoted £1250 to carpet tile the IT Suite, Meeting Rooms, CCM Office and some corridor areas. This is competitive with other quotes received. <i>Approved by all Trustees to proceed with purchase.</i> IT Networking of IT Suite at OGS: KS to investigate the possibility of using Google Drive. PD to investigate NYCC network structure. Community Cinema: 1 st Screening of the Community Cinema will be 10 th October.	PD and LW KP and KS KP to provide KP to purchase KS PD

Date of Next Meetings:

Monday 6th August at the Library at 6pm.

Tuesday 28th August at the Library at 6pm.

Email communication on critical decisions until then.