

**Minutes of SLM Management Team Meeting**  
**Held on Wednesday 25<sup>th</sup> October 2023 at 3pm**  
**At the Gallery Café, St Leonard's Church, Yarpole.**

Present:

Andrew Prail, (AP) Trustee SLM and Chairperson for this meeting

Sue Russell, (SR) Trustee SLM

Shanthi Menon, (SM) Finance Support

Audrey Bott, (AB) Treasurer SLM

Gordon Ewing, (GE) Governance and administration support and PCC representative

David Cheshire, (DC)

David Edwards, (DE) Maintenance sub-group representative

Trevor Edwards, (TE) Trustee SLM and Men's Shed representative

Lindsay Slade (LS) Community Shop representative

Sue Beagley (SB) Administrator

**Note** - Chairperson of Management Meetings circulates between Trustees of SLM

1. **Declarations of interest** – none reported.
2. **Apologies** - Apologies were received from Barbara Nurse and Anna Morley
3. **Minutes of Meeting on 9<sup>th</sup> August**
  - a. **Accuracy** – Minutes approved as an accurate account of the meeting.
  - b. **Action List update**
    - i. GE has confirmed he has a copy of the MOU
    - ii. Agreement has been reached with Barrie Morgan regarding 6 monthly site visits or as necessary. He will do this on a pro bono basis as defined in a letter received from him.
      - a. GE raised that there was a quinquennial surveyor's report dated 2019 which highlighted immediate and long-term works. GE distributed this document to SR, AP and SB.
      - b. DC asked whether pro bono work can be considered a donation for gift aid purposes. GE to ask PCC.
    - iii. TE has expanded and amended the Evaluation section of the Business Plan. He distributed a hard copy to all team members present at the meeting.
    - iv. Still no invoices from Men's Shed. This is because they are in the process of setting up a bank account.
      - a. DE to suggest a rate of pay/donation to Men's Shed for 'other work'.

- b. AB asked that while the Men's Shed were using the Good Neighbour Scheme bank account, invoices should reference Good Neighbours' Scheme
- v. Arrangements made that United Trust Bank interest is compounded.
- vi. SR looked into cost of a second email address on SLM account. It would cost £55, but deemed unnecessary. We can review at any time and change our minds. There is the option to use an @yarpole.org address if we need it, which would cost nothing.
- vii. It has been agreed that the 2 x £500 grants from Community Shop be amalgamated and used for stacking chairs for the Gallery Café. SR has arranged for sample chairs to be delivered on 26<sup>th</sup> October. The existing chairs will go down stairs to the main body of the church.
- viii. Men's Shed representatives have looked at the sound system and it is functional.

c. **Matters Arising** – there were no matters arising

#### **4. Reports from Sub Groups**

##### **a. Finance Update**

- i. AB reported current bank account figures to October 24<sup>th</sup> viz:
  - a. Current account £27,463.43
  - b. Project account £10,754.74 – restricted – no transactions
  - c. Reserve account £14,000 – interest rate increased to 4.25% compounded
- ii. There was an account deficit for September (expenditure more than income). This was as a result of two invoices from EON Next and invoice for plumbing for water boiler. It was noted that the cost of plumbing would come out of a grant.
- iii. Fund raising payments now include HR6 stallholder payments – they pay in advance of the event
- iv. The Team would like to record their further thanks to Challis Stokes who has made a further contribution from the bric a brac sale.
- v. Nothing yet received from HMRC in respect of Café Manager tax reimbursement
- vi. New contractor, Purple Polish, is in respect of cleaner for Gallery Café
- vii. SR queried whether there was a case for transferring money from current account into a reserve account. Audrey/Andrew will investigate a 30- or 60-day notice account promoted by NatWest.

##### **b. Give as you Live funding website**

- i. No further action has been taken. SR queried if we would be 'treading on shop's toes' if SLM join Give as you Live, as the shop have a similar set up with another fundraiser. DC confirmed that about 60/70 of the community use the shop's fund raising system. It was agreed we would let the idea lapse

##### **c. Electricity Prices**

- i. It was agreed again that we would not consider locking ourselves into a new tariff yet. Current rates last until July '24. GE pointed out that mid term

predictions were that the cost of living and energy prices would fall.  
Consider the situation again after Xmas

**d. Governance Sub Group**

- i. **Update** – TE has met with BN and is looking through documents
- ii. **Insurance** –
  - a. AB confirmed we are paying a monthly sum for the Ecclesiastical insurance
  - b. GE to obtain a copy of the insurance policy document together with an up to date Certificate. AB will also look to see if she has an up to date Certificate.
- iii. **Application for LTO.** AP chased Stephen Challenger. No response. He will continue to chase
- iv. **Team Members' handbook** – GE has compiled a Team members' Handbook to incorporate all the relevant documentation in a house style. GE emailed a draft copy to AP, SR and SB

**e. Maintenance Sub Group Update**

- i. Men's Shed are dealing with maintenance issues as they arise
- ii. The white board is being used to relay messages and the Men's Shed are documenting everything they do, so there is a record
- iii. Some items on the to do list put on hold that do not need immediate work, e.g. Bell tower Roof.
- iv. DE - Need to keep an eye on things like the pathway which can get slippery in places. DE looking at jet washing this.
- v. AB raised questions of glass doors still being quite heavy/stiff. There is nothing we can do without spending a great deal of money
- vi. Light bulb replacements – Phil Welch is dealing. He is sourcing scaffolding through Barrie Morgan, and this job should be completed next week
  - a. GE mentioned PCC raised question of the lights – he will report this is in hand
- vii. GE has also been asked by PCC to raise cleaning of the vestry. Confirmed this is not done by Camilla
- viii. GE raised issue of chancel door (which was highlighted as an exit door at a recent event) which was hard to open fully. and sticking on floor tiles – this will be looked at.
- ix. DE stairs have not been cleaned yet. It was agreed DE could source a polisher / sander to the value of £100

**5. Café**

- a. **Update** – the Café Manager is currently unwell. Anna is stepping up in the Café and doing more shifts. SR will meet with Café Manager tomorrow to discuss informing the volunteers of the situation
- b. **The new agency café cleaner** works for 2 hours from 8am on Thursday mornings. She pointed out she did not intend staying at the offset. This may be why the work is not up to expectations. Sarah has been in touch with the agency, Purple Polish, who will supply a replacement

- c. **Kitchen extension** into the gallery. Café Manager has ideas on how this would work. It is a long term project not least because of the long process of obtaining permissions :
  - i. Firstly, need to talk with PCC. SR has requested a slot at the next PCC meeting
  - ii. Need to take advice from the diocese. The safety barrier across the archway could be an issue. What would they give permissions for? Speak with Stephen Challenger.
  - iii. Then approach Environmental Health Dept.
  - iv. Then get plans drawn up
  - v. Once plans agreed with all parties, apply for a faculty from Church
  - vi. Then start fund raising
- d. DE asked if extending the kitchen would be financially beneficial. SR, not financially beneficial, but of great benefit to the volunteers who have to use the kitchen
- e. The extra space achieved in the Gallery Café by taking down one of the cupboards will be used for another table and chairs to provide more covers. We are looking for a second-hand table to match the current ones
- f. Card machine is still playing up and very temperamental with contactless payments. Currently customers are being asked to go down to post office, if open, to get out cash to pay, which is not acceptable. It was agreed SR get a new machine based on the research she has already done.

## 6. **Planning the 5<sup>th</sup> November public meeting**

- a. SR went through the process for the day, with the Trustees speaking, explaining roles and relationships between SLM, PCC and Community Shop
- ~~b.~~ Agreed SB would coordinate refreshments. We will need 5 to 6 cakes. Lindsey may be able to make cake, as will SR.
- c. SR to purchase tea, coffee, milk and sugar
- d. DE and GE volunteered to set up room prior to event – auditorium style facing south wall
- e. Publicity, Events Team email, WhatsApp groups, etc

## 7. **Chair collapse**

- a. There was an incident of a chair collapsing and a man being hurt at Brian Mitchell's memorial. AP has established that the man is fine, and confirmed that the accident had of course been reported in the accident book. The Men's Shed representatives have been checking the chairs in the body of the church, but not those in the gallery. DE and Steve Drurey from Men's Shed need to go through chairs carefully and throw out anything no longer suitable. The Men's Shed have since agreed to inspect all chairs on a monthly basis going forward.
- b. It was queried whether there was a number limit to events in the church and therefore how many chairs we need to provide. DC said if religious event then no maximum capacity, but if licenced event then 150 max.
- c. AP asked GE to raise the question of the chairs with the PCC. How many should we have? Who do they belong to? GE to open channel of discussion with PCC, and to also ask them where the terrier is (the inventory)
- d. There was a discussion as to whether a first aider was required at every event but on reflection it was decided that this was not practical

- e. First aid box is kept in cupboard upstairs, and a sign on the cupboard indicates this. It was decided however that it would be prudent to have a first aid box downstairs as well, together with a sign indicating where it is (AP to source this). The first aid box is checked as part of the Men's Shed monthly checks

**8. AOB**

- a. **Visit by SKY TV** on 6<sup>th</sup> November at about 12pm for two hours. Just one lady who will be filming and interviewing, Would be good if we could have plenty of visitors to the shop and also to populate the café (which will actually be closed to public at this time). Agreed we should also mention the Sky visit at the 5<sup>th</sup> November meeting
- b. **Outdoor signs for shop and café need renewing.** LS is prepared to have a sign on her property which is at the top of Yarpole Lane.

**Date for next meeting** - Wednesday 17<sup>th</sup> January 2024 at 3pm in the Gallery Cafe.

**ACTIONS**

Para	Item	Responsibility
	AP to distribute copy of Men's Shed TOR to Team	AP – in hand
	AP to pass Men's Shed TOR and any other official documentation he holds to GE	AP
3b. b	Ascertain whether Barrie's pro-bono work is eligible for gift-aid	GE
4a vii	Investigate 30- or 60- day notice accounts	AB/AP
4d.ii.b	Obtain a copy of the insurance policy document together with an up to date Certificate.	GE
4e.viii	Exit door at back of church to be checked out as was sticking on flagstone	AP DE
4e.ix	Source floor polisher for stairs	DE
5c.i	Meet with PCC regarding kitchen extension	SR
5f	Get new card machine for Gallery Café	SR
7a	Go through chairs carefully with Men's Shed to decide which are safe to use and in an acceptable state of repair	DE
7c	Raise question of chairs with PCC, and try and obtain the church terrier (inventory)	GE
7e	Purchase first-aid box for downstairs siting	AP