

**Minutes of SLM Management Team Meeting**  
**Held on Wednesday 9<sup>th</sup> August 2023 at 17.00**  
**At the Gallery Café, St Leonard's Church, Yarpole.**

Present:

Sue Russell, (SR) Trustee SLM and Chairperson for this meeting

Andrew Prail, (AP) Trustee SLM

Shanthi Menon, (SM) Finance Support

Audrey Bott, (AB) Treasurer SLM

Anna Morley, (AM) Gallery Cafe representative

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

David Cheshire, (DC)

David Edwards, (DE) Maintenance sub-group representative

Trevor Edwards, (TE) 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. SR welcomed LS to the meeting and Team as Community Shop representative. DC thanked for staying on Team despite no longer representing shop
2. **Apologies** - Apologies were received from Barbara Nurse
3. **Minutes of Meeting on 31<sup>st</sup> May**
  - a. **Accuracy** – Minutes approved as an accurate account of the meeting, signed by SR and passed to SB for filing.
  - b. **Action List update**
    - i. Community Shop Board have agreed to raise contribution to Cafe for volunteers' drinks to £35 per month
    - ii. Brian Dobson has agreed to act in advisory capacity with regard to H & S review
    - iii. GE has reviewed insurance comment in Governance sub group TOR
    - iv. DC has not approached new churchwarden to request involvement in church locking rota. As DC lives much closer to the church than the churchwarden, he will continue assisting with the locking up for now.
    - v. SR has discussed ethical food purchasing with Cafe Manager and Café Manager is happy with this

**c. Matters Arising**

- i. AB – Men’s Shed were going to start invoicing for work done but no invoice has been received. TE will be at a Men’s Shed meeting on Monday next and will bring this up with them.

**4. Reports from Sub Groups**

**a. Finance Update**

- i. AB reported current bank account figures to August 9<sup>th</sup> viz:
  - a. Current account £25,544.28
  - b. Project account £10,754.74 – restricted
- ii. The Team would like to record their thanks to the PCC for sharing the funds raised from the Music in the Churchyard event and the bric-a-brac event organised by Challis Stokes. Also, thanks to Community Shop for grant towards purchase of wall boiler for Gallery Café.
- iii. SLM have paid to HMRC tax in respect of Café Manager’s employment. As Café Manager is now registered as being below tax threshold, SLM have reimbursed her the tax taken from her wages. The equivalent sum will be reimbursed to SLM by HMRC

**b. United Trust Bank**

- i. United Trust Bank Flexi Account opened on 10<sup>th</sup> July 2023 to hold £14,000 reserve monies. Interest rate started at 3.75% and was raised to 4% from 24.7.23.
- ii. AP asked whether interest should be compounded or paid annually. It was agreed it should be compound to benefit from interest on the interest

**c. Give as you Live funding website**

- i. If people purchase online via Give as You Live website, a charity of their choice gets a small percentage of the value. You have to enter the participating shop’s website (e.g. M & S) through the Give as You Live website to participate. Give as You Live handle gift aid in respect of any payment. They also handle donations but it was thought it is better that any donations continue to come directly to SLM. AP has asked for promotional material.

**d. Maintenance Sub Group Update**

- i. New hot water boiler is being installed. Discussion about position of boiler. Café Manager may have to establish protocol for using. DE suggested get it installed and see how it goes.
- ii. Stair Lift has recently undergone yearly maintenance
- iii. Stairs used to be ‘deep cleaned’ and polished regularly. This was not now happening, though Helen was brushing/washing the stairs. Query about whether deep cleaning should be reinstated, and who should do it. DE was asked for his opinion. His response was that previous cleaning had not resulted in slippery stairs. He suggested that we carry out a light clean using the previous regime. Helen Coverley has offered to do this. Once complete we will reassess.

**e. Eon Contract**

- i. Eon Contract ends in July 2024. AP has been approached by energy price comparison websites with a view to committing to a new contract. Bearing in

mind volatility with energy prices it was decided we should wait a while before committing to anything else

**f. Governance Sub Group**

- i. **Update** – nothing reported
- ii. **Application for LTO.** AP chased up the signing of the LTO, as it has been some months with the diocese. As a result, the LTO was handed over to the Registrar to deal with. SR, AP and GE attended a meeting with Registrar who has indicated he is unsure about the structure of the proposed LTO, and we are now waiting to hear further from Registrar. In any event, it has to be signed off by the Chancellor who is a retired judge and who is very thorough. AP asked whether a LTO would deem us tenants (important as some Grants require this). It was indicated only a tenancy agreement would deem us tenants and that could be difficult to push through. GE has done some research into LTOs and noted that some dioceses are changing LTOs to full leases
- iii. **Team Members' handbook** – GE will take on producing a Team Members' handbook
- iv. **Dedicated email and telephone number** Current SLM email address goes only to AP. SM offered to help set it up so emails go to more than one person SR to look into cost of adding further email addresses to SLM email account, e.g. sales@. SM also suggested passwords be shared.

**5. Café**

- a. **Update** - Lack of volunteers is an issue. AM is doing extra shifts to free Café Manager up to do the admin that she needs time to do. Despite all efforts to advertise for volunteers only 3 people emerged none of whom can offer to do regular shifts. We will continue to advertise for volunteers. In the meantime, the Café has had to close on occasion, as not enough volunteers. The closure, and advertising of the closure, is a deliberate policy to let the community know the difficulties that are being experienced
  - i. It was requested that the shop pass on any volunteers over and above those needed by the shop
  - ii. Café Manager does not want to proceed with marketing while there is a risk of Café closing on days there are not enough volunteers
  - iii. Thursdays and Fridays are the main days there is an issue as not all volunteers are trained to do lunches. AM suggested that more of the volunteers should be trained. It is not expensive (about £12 each) and lasts for 5 years
  - iv. AP has approached John Pitt re intranet for Café Volunteers. Intranet useful as you can also upload documents to it. It was queried whether What App would be suitable. Café Manager to make the decision
- b. **New Boiler** - See Maintenance Group update re new water boiler.
- c. **Request for Management Team member to be Coordinator for Café volunteers** – AM offered to take up the position
- d. **Grants** – Welcome to our Future Grant of £1,000 – Café Manager has used some for various items, and it is hoped that the remainder will cover the cost of the new boiler. £500 grant from Community Shop has enabled the water boiler to be

purchased. 2 further x £500 donations from the Community Shop yet to be utilized. SR to speak with Cafe Manager as to how these would be best used

- e. **Marketing** – when volunteer situation improved. GE suggested using All Yarpole FB group which has about 1300 people on it.

**6. AOB**

- a. SR – Public meeting on 5<sup>th</sup> November. An invitation to the community to hear about SLM to include refreshments and entertainment. SR to approach possible musicians to take part. SR to write piece to appear in October Parishioner
- b. GE asked about recorded music in the Church such as Gregorian chants. It was used at a recent meeting in the church and was appreciated. Mixed feelings about whether music on loop in the church would be suitable. AP has asked Men’s Shed to investigate whether sound system is fit for purpose

**Date for next meeting** - Wednesday 25<sup>th</sup> October at 5pm in the Gallery Cafe.

**ACTIONS**

Para	Item	Responsibility
	AP to distribute copy of Men’s Shed TOR to Team	AP
	AP to pass Men’s Shed TOR and any other official documentation he holds to GE. SB to pass copy of signed MOU to GE	AP and SB
	Confirm agreement with Barrie Morgan re 6 monthly site survey and draft ToR	AP
	Amendment of evaluation section of business plan	TE
3.c	Ask Men’s Shed to submit invoices for work done	TE
4.b.ii	Instruct United Trust Bank that interest should be added to the UTB account rather than being paid to our current account	AB
4.f.iv	SR to look into cost of adding further email addresses to SLM email account	SR
5.d	2 x £500 grants from shop to Café - SR to speak with Cafe Manager as to how these would be best used	SR
6.a	Approach Musicians to participate at Community Meeting on 5 <sup>th</sup> November	SR
6.a	Write a piece for October Parishioner re Community Meeting	SR
6.b	Ask Men’s Shed what their observations on the sound system are	AP