

Minutes of SLM Management Team Meeting
Held on Monday, 17th April 2023 at 3.45 pm,
At the Gallery Café, St Leonard's Church, Yarpole.

Present:

Sue Russell, Trustee SLM

Andrew Prail, Trustee SLM and Chairperson for this meeting

Shanthi Menon, Finance Support

Audrey Bott, Treasurer SLM

Sue Beagley, Administrator SLM

Trevor Edwards, Business Advice and Support

David Cheshire, Treasurer of Community Shop

1. Apologies - Apologies were received from Barbara Nurse, David Edwards, Anna Morley

Note - Chairperson of Management Meetings to circulate between Trustees of SLM

2. Minutes of Meeting on 1st March

a. Accuracy – Minutes signed as an accurate account of the meeting.

b. Action List update

- i. Management Team diagram has been updated. It was noted that the Café representative does not need to be the Café Manager. AP will amend and then distribute document.
- ii. Sub Group Lists of behaviours and responsibilities received from all groups except Governance
- iii. SR and TE in communication regarding Business Plan, which has been expanded and this will come back to the Committee for discussion.
- iv. Email addresses of Team have been distributed between Team.
- v. 2022 Financials to be sent out to Team. These will be resent to ensure everyone has.

3. Reports from Sub Groups

a. Finance

- i. The Finance sub-group should report any irregularities to the Charity Commission and, if appropriate, to the police. The PCC should also be informed. We could seek advice on the proper course of action from Community First of which we are members.
- ii. Finance Sub Group Terms of Reference accepted
- iii. Current balance to April 17th 2023.
Account173. Unrestricted. £32,248.77.

Account...181 restricted. £10,754.74

- iv. AB to distribute Finances effective to April 17th 2023. Note - (181) account of restricted funds has had no transactions since Feb '23
- v. In future each month the Treasurer will send all members the accounts and SR will send all members the updated budget sheet together with last year's figures for comparison.
- vi. Note – no salary is being paid to a Cafe Manager at present. This will change when new Café Manager takes over.
- vii. Thanks are recorded to those involved in the play, to the Events Team and to Jeanette Kinsey Arts Alive Concert. They also include £150 Government Levy for electricity. We have also received an energy grant from Hereford Diocese of £500. £1,113 has been received in respect of RHI payment from 2022. Electric is always paid in arrears, and a sum of around £1,000 will be going out of the account to pay for March's bill.
- viii. AB raised the question of the cost of giving the shop volunteers a drink from café. SR will investigate this.
- ix. Calculate apportionment of electricity used for ASHP between shop and church. AP and DC to look into.

b. Maintenance Sub Group

- i. Roles and Responsibilities and Terms of Reference Documents referred to. TE to discuss with Men's Shed
- ii. Men's Shed representatives have already started doing checks.
- iii. The amount that we will donate to the Men's Shed in recognition of their assistance with safety checks is still under discussion. It should be recorded in the accounts as 'maintenance' or 'honarium' rather than as 'donations'.
- iv. Men's Shed will have to have an account. TE to speak with Brian Mitchell and Steve regarding this.
- v. All paperwork relating to work done by Men's Shed to go to DE
- vi. If any jobs highlighted have a risk attached to them, e.g. working at heights, then we should get an appropriate company in to deal with
- vii. All issues need to go through DE. DC asked if there was a reliable method of communication of issues raised from church/shop/café users and DE. We have used a whiteboard in the past. Can we continue with this, or should there be a log book?
- viii. It is the duty of the PCC to complete a survey of the building every 5 years. DC asked that this be incorporated in the documents.
- ix. Currently there is a periodic overview of the building. This was monthly but could be 6 monthly or even yearly. AP to discuss this with Barry Morgan.
- x. Still need to complete an Inventory of all items on the premises which are owned by SLM.
- xi. AM has arranged stair lift training.
- xii. PAT testing was done today, 17th April 2023

c. Governance Sub Group -

- i. Terms of Reference document still to be prepared.
- ii. SB has list of questions asked when submitting annual Charities Commission report. Need some time with AP, SR and BN to go through these.

- iii. SB to take over recording of RHI figures at the quarter after next. DC will complete next quarter.

4. Reserves Policy

a. Examination of draft Reserves Policy

- i. Accepted

b. How much should be set aside for Reserve.

- i. It would not be financially prudent to set aside the full 75% of annual expenditure stipulated in the Policy immediately. Instead we will put approximately 37% aside now into a separate interest-earning account. AP to investigate accounts.
- ii. DC pointed out that there was still money set aside in shop account for various things including chairs. We are referring to different chairs and, in any event, the £800 set aside would not be enough. TE queried whether we had to have new chairs. AP pointed out they had to stack.
- iii. How do we make spending decisions? What should the threshold be? AP and DC to discuss with DE

5. Proposal that we hold a public meeting to update community.

- a. Suggested we have an event on a Sunday at the beginning of November. This has subsequently been set for 5th November.

6. AOB

a. Update on Café Manager.

- i. Sarah Philpott, the new Café Manager, will start the position officially on the last Thursday in May
- ii. SR will ask Sarah to complete an HMRC New Employee's Form
- iii. DC referred to the "Basic Payroll Package" which we may be able to use. SM to investigate how we deal with tax and NI
- iv. DC pointed out that SLM can get a rebate of the contribution of NI SLM pay for Sarah.

b. Update on Maintenance Manager

- i. DW is no longer working for SLM. He has been paid a one-month termination sum.

c. Card Reader in Café

- i. Card reader recorded nothing on Thursday. Generally having a lot of problems with it. AB has been in touch with the company who could not even establish that we had their card reader. Agreed we need to look into getting a new card reader
- ii. Current one is costing us 1.75%
- iii. Optimany, which is used in shop, is not suitable for Café because of small income. It would be too expensive.
- iv. Because of problems with the card reader and difficulties in dealing with the supplier, we need to terminate the current arrangement and start afresh. SR to investigate.
- v. SR to investigate what is being charged.

- d. Birchpole Singers**
 - i. SR in discussion with Martin Rees to discuss the hiring fees they pay
 - ii. AB to raise an invoice for their concert.
- e. Glass door**
 - i. There have been complaints that it is difficult to open. This has been referred to the Maintenance sub-group
- f. Road outside church**
 - i. Suggestions it could look better. There is fall off from the trees and the crows make a mess. Discussion about whose responsibility it is. Possibly the lengthsman. It was established that it is not SLM or PCC's responsibility.

Date for next meeting - Wednesday 31st May @ 5pm in the Gallery Cafe.

ACTIONS

Para	Item	Responsibility
6c.iv	Look into new card reader for Cafe	SR
3c.1	Governance sub-group to forward to AP a list of their expected behaviours and practical responsibilities	BN
2b.iii	Business Plan update ongoing	SR / TE
6a.iv	Look into tax and NI procedure for new employee	SM
4b.i	AP to explore interest earning accounts to hold reserve funds	AP
3b.x	Inventory of items in building owned by SLM	AP and others
3a.viii	Look into costs of drinks for shop volunteers	SR
3a.ix	Calculate apportionment of electricity used for ASHP between shop and church	AP and DC
3b.i	Roles and Responsibilities and Terms of Reference Documents referred to. TE to discuss with Men's Shed	TE
3b.ix	Can the periodic overview of the building be reduced to 6 monthly or yearly. Speak with Barry Morgan	AP