

Minutes of SLM Management Team Meeting

Held on Wednesday 31st May 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

David Cheshire, (DC) Treasurer of Community Shop

David Edwards, (DE) Maintenance sub-group representative

Note - Chairperson of Management Meetings circulates between Trustees of SLM

1. **Declarations of interest** – none reported. SR welcomed GE to the meeting
2. **Apologies** - Apologies were received from Barbara Nurse, Sue Beagley and Trevor Edwards
3. **Minutes of Meeting on 17th April**
 - a. **Accuracy** – Minutes approved as an accurate account of the meeting and signed copy will be passed to SB for filing.
 - b. **Action List update**
 - i. Card reader – original Square reader now, for the most part, working with correct receiving bank account, and authorised persons. SR to receive notice of fees incurred and to send information to AB. DC will advise on setting up procedures and advises removal of two stage verification option to facilitate use in the Gallery Café per se.
 - ii. Governance sub-group ToR now provided.
 - iii. SR and TE amended version of business plan circulated.
 - iv. **AP** still assessing suitable savings accounts for reserve funds. General agreement that £4000 should be placed in an easy access account and £10000 in 90 to 120 day account. AP to refine options and return suggestions to Finance sub-group
 - v. Inventory still on work to do list and may be combined with H&S review
 - vi. Costs of drinks provided to shop volunteers discussed – currently retail value of £55 per week against contribution of £25 per month. Cost value currently £16.20 per month – **DC** agreed to increase contribution to £35 per month. Payment will be back-dated as the shop has not paid for drinks for some time.
 - vii. Evaluation of proportionality of heat use in Shop considered and agreed to be based on internal building volume. A figure of 12.5% for shop volume provided by Barrie Morgan. DC and AP discussed after meeting and agreed

on methodology for calculation which, if agreed by shop board, will be provided by Toby Slade to AB quarterly.

- viii. Draft ToR between Men's Shed and SLM agreed and **AP** to update in the light of agreed remuneration structure based on £20 per month for performing checks and pro rata for other minor works performed. Invoices to be raised and sent to AB
- ix. Agreement regarding periodic review to be performed by Barrie Morgan every 6 months to be documented in a ToR to be drafted by **AP**

c. Matters Arising

- i. SR tabled copies of last 4 months' finance figures against 2022 and last four months' café figures

4. Reports from Sub Groups

a. Finance

- i. AB reported current bank account figures to May 24th viz:
 - a. Main account £36,338.09 (includes £1924.20 from gardening events to be shared between SLM, PCC and Parish Hall; £1000 grant received from Welcome To our Future for kitchen improvements. and £497.83 RTI payments from Ofgem for Jan, Feb and March.)
 - b. Project account £10,754.74 – no transactions
- ii. Discussion regarding electricity costs and seasonality. Concluded that figures are close to those to be expected in the light of weather conditions. AP to monitor. Shop still to pay for their electricity use for first 3 months of 2023
- iii. RHI payments now coming into SLM account.

b. Maintenance Sub Group

- i. DE reported that Men's Shed checks system going well. Has agreed with Steve Hart that he perform any minor repairs that are reported and Men's Shed to receive pro rata remuneration against submitted invoices. Account set up with Mortimers Cross Building Supplies for materials.
- ii. AP suggested hat a review of Health and Safety processes should be performed. May include Brian Dobson as an adviser. **DE** to speak to him.
- iii. Also provide an inventory of contents of buildings at the same time.

c. Governance Sub Group

- i. ToR has been presented by GE who has suggested that this is more of a governance and administration sub group. Generally accepted except for insurance comment which needs to be corrected. **GE** to discuss with **BN** and re-write. SR to re send Finance group Tor to AP and all approved documents to be set to GE in Governance and Administration sub-group. GE happy to receive all ToRs and re-format in a consistent "house style" for more acceptable presentation.

5. Set limits for Maintenance spending -

- i. DE proposed that spending thresholds should be set. Up to £100 for any one minor jobs of work – he will authorise these. Up to £500 for larger jobs after

authorisation from AP (or another trustee). Total annual budget of up to £3000 should be sufficient for routine maintenance requirements. Larger capital projects will need to be discussed by trustees and team members and may be linked to fund-raising or grant applications.

6. Café

- a. Provenance of food used –
 - i. SR requested opinion on advisability of aiming to source food materials taking regard to environmental, ethical and high welfare standards. General agreement reached but noted that these categories of product may be more expensive which would reflect in sale price and maybe even lead to a decision to not provide certain products. **SR** to discuss with café Manager.
- b. PAYE Manager
 - i. SM reported on trials and tribulations encountered whilst endeavouring to set up PAYE and NI reporting to HMRC. She has got so far but unable to complete until she is in receipt of an activation notification from HMRC. SR will send required financial information to SM monthly to enable her to provide a payslip which will be copied to the Café Manager and to AB.
 - ii. SM suggests that when set up and functioning correctly, A N Other persons or persons should also have access to the account to cover periods of her absence. After the meeting Anna Morley volunteered to take on this role.

7. **Business plan update** - Discussion regarding performance evaluation subjects. Generally considered that these should be based on the four aims. Document to be returned to **TE** for amendment.

8. Relationship between committees

- a. General discussion took place regarding the relationships between the various committees in the village. For further discussion at a later date.

9. AOB

- a. DE reported that the glass entrance door issue is one that cannot be easily solved. Ultimately it may come down to a total refit with accessibility buttons included. A project for a grant aid in the future?
- b. DC reported on the progress being made on re-setting the wall-mounted information screen. This relates to the yarpole.com to yarpole.org issue.
- c. DC requested that revised arrangements be made regarding the closure of the church at night. Perhaps the new churchwarden could be brought into the rota. **DC** to contact him.

Date for next meeting - Wednesday 9th August at 5pm in the Gallery Cafe.

ACTIONS

Para	Item	Responsibility
3.b.iv	Review savings accounts for reserves funds	AP
3.b.vi	Obtain Shop Board's agreement to increased volunteer drinks prices and arrange for backdated payment	DC
3.b.viii	Complete and circulate Men's Shed ToR	AP
3.b.ix	Confirm agreement with Barrie Morgan re 6 monthly site survey and draft ToR	AP
4.b.ii	Speak to Brian Dobson to ask if he can act in an advisory capacity with regard to H&S review	DE
4.c.i	Review insurance comment in governance sub-group ToR	GE and BN
3.a.ix	Approach new churchwarden to request involvement in church locking rota	DC
6.a.i	Discuss ethical food purchasing with café manager	SR
7	Amendment of evaluation section of business plan	TE