

Minutes of SLM Management Team Meeting
Held on Wednesday, 1st March 2023 at 3.00pm,
At the Gallery Café, St Leonard's Church Yarpole

Present:

Sue Russell, Trustee SLM

Andrew Prail, Trustee SLM

Barbara Nurse, Trustee SLM

Audrey Bott, Treasurer SLM

Sue Beagley, Administrator SLM

Trevor Edwards

Anna Morley, representing the Gallery Café

Dave Edwards, representing the Maintenance Team

David Cheshire, Treasurer of Community Shop

1. Apologies

1.i Apologies were received from Shanthi Menon

1.ii There is no representative for the PCC in place as yet

2. Introduction to St Leonard's Management, its relationship to the PCC and shop, and its responsibilities.

2.i SR gave a brief history of St Leonards Management, previously known as Building Management Group, and its relationship with the PCC. The church building is owned by the PCC, but managed by SLM, apart from the community shop which is under separate management.

2.ii We are waiting for a Licence to Occupy to be agreed and signed by the PCC and SLM to formalise the arrangement, though this is taking some time.

2.iii A Memorandum of Understanding is in place setting out the principles of the relationship between the PCC, Community Shop and SLM

2.iv More information on the history of SLM can be found at 2.1 of the SLM Business Plan 2023-24 (updated 26 Jan 2023)

3. The role of the Management Team, its relationship to the Trustees and the relationships between the sub-groups on the Team

3.i AP presented a diagram outlining the relationship between the Trustees and the different sub-groups on the Management Team. AP was asked to amend the diagram in the light of the discussion that followed.

3.ii There is a need for a policy and procedures person within the Governance area, and a dedicated fundraiser within the Team.

3.iii The sub-groups (finances, governance and maintenance) were asked to come up with a list of what should be expected of them in terms of behaviours and in terms of practical responsibilities, and to send to AP.

3.iv The Trustees have ultimate responsibility for the actions and processes performed by themselves and members of the management team.

3.v We need to develop mechanisms for decision-making and reporting by the Team and sub-groups, as well as setting rules as to when and how decisions should be ratified by the Trustees.

3.vi We need to set budgeting and spending rules

3.vii It is possible that the Trustees will eventually step away from the Management Team so that they are no longer actively involved in the day-to-day running of the building, but this is unlikely to happen in the immediate future.

3.viii DC asked what role the shop representative should play within the Management Team. SR suggested that the role of the shop representative is to keep the Management Team informed of what is going on in the Shop that may affect decisions, and to keep lines of communication open between the Community Shop and the Management Team

3.ix Sue Russell is currently the SLM representative on the Events Committee, responsible for organising events across the village, including fund-raising events for SLM.

3.x TE explained that he was interested in how he could help the Team given his background in business management, business rescue, training, etc. with both small startups and large organisations. SR will send the business plan to TE, who will go directly to SR with any comments.

4. Our meeting schedule and the question of confidentiality

4.i What is said at meetings should remain confidential. However, the work of SLM and the Management Team should not be kept from the community, so a redacted copy of the Minutes of Meetings should be available to anyone from the community wishing to see it. Possibly upload to SLM website

4.ii Suggested meeting once a month initially with a view to that being extended to once every two months once Team up and running smoothly.

4.iii Need to have a Team communication email loop

5. Financial statement from our Treasurer

5.i AB went through the 2022 Reconciled Financial Statement

5.ii DC asked about the big difference in Café income/expenditure between 2021 and 2022. SR explained that for most of 2021, because of the pandemic, the café was being run as a private enterprise by Helen Coverley.

5.iii Gallery Café needs to be an income earner, but we must recognise its value as a community hub too.

5.iv AB will send out 2022 Financial statement discussed at meeting to all in Management Team. Any question about accounts should be directed to her.

5.v Income and expenditure details are sent to the Trustees monthly.

6. Examination of our draft budget

6.i Two amendments:

- a. Budget for electricity for 2023 needs to be amended to £10,000.
- b. Professional fees for 2023 should be inserted as £662.

Once these amendments have been made the Budget for 2023 is accepted

6.ii Query - why was Camilla's salary reduced in 2022? Camilla's weekly hours were reduced.

6.iii Query – why is Maintenance/Repairs so high compared to 2022? This is because of work to be done on chancel and porch roof. Anticipate we will get some grant monies but SLM will be expected to contribute.

6.iv Sundries figure queried. SR to confirm what these are for

6.v BN confirmed that the PCC contribution cannot be increased at the present time.

6.vi Birchpole Singers' hire fees to be reviewed.

7. Creating a financial reserves policy.

7.i The Charity Commission will need to know what we have in reserve and for what purposes the Reserve can be used. They will want a written policy for the Reserve, which also sets out under what circumstances the money should be used. There are no hard and fast rules as to the size of reserves that a charity should hold, but the

general view is that the reserves should represent between three and nine months of expenditure.

7.ii AP to look into whether Reserve monies could be invested in an interest earning account, if available for a business/charity.

7.iii SR to look for Reserve Policy templates

8. AOB

8.i We would like to give particular thanks to the following people:

- a. John Langley for acting as Independent Examiner of the end of year accounts, required by Charity Commission. This was done with speed and without expense to SLM
- b. Sue Smith, who worked with AB to reconcile the monthly accounts.
- c. Duncan Grant, for his assistance in setting up Helen Coverley as an employee of SLM with HMRC

8.ii It should be noted in the Business Plan that the Treasurer is a signatory. SR to add this in.

8.iii Café brochures are now available and are to be distributed to holiday accommodation in the area. AM and AB to cover holiday accommodation in Yarpole/Bircher, and SR will distribute to those further afield.

9. **Date for next meeting** - Monday 17th April at 3.45pm in the Gallery Cafe.
10.

9.i DC will endeavour to arrange for someone from the Shop Board to attend, as he will not be available

ACTIONS

Para	Item	Responsibility
3.i	Management Team diagram to be redrafted	AP
3.iii	Each sub-group to forward to AP a list of their expected behaviours and practical responsibilities	AP, SR, BN
3.x	Send Business Plan to TE and DC and TE to pass comments to SR	SR / TE
4.iii	Compile and distribute email addresses of the Team to members of the Team	AP
5.iv	2022 Financials to be sent out to all Management Team	AB
6.i	Amend draft budget, redistribute	SR

7.ii	AP to explore interest earning accounts to hold reserve funds	AP
7.iii	SR to look for Reserve Policy templates	SR