

Minutes of SLM Management Team Meeting

Held on Wednesday 8th May 2024 at 3.30pm

At Yarpole Parish Hall

Present:

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

Andrew Prail (AP) Trustee SLM

Gordon Ewing (GE) Trustee SLM

William Talbot Ponsonby (WTP) Trustee SLM

Trevor Edwards (TE) Men's Shed representative

David Edwards (DE) Maintenance sub-group representative

Sue Beagley (SB) Administrator

Shanthi Menon (SM) Finance Support

Audrey Bott (AB) Treasurer

David Cheshire (DC)

Sebastian Bowen (WLSB)

Stefano Street (SS)

Sandy Ewing (SE) PCC Representative

Note - Chairperson of Management Meetings circulates between Trustees of SLM

1. **Declarations of interest** – none reported.
2. **Apologies** - Apologies were received from Lindsay Slade. Welcome to William Talbot Ponsonby as new Trustee, Stefano Street as prospective Trustee, and Sandy Ewing as new PCC Representative
3. **Minutes of Meeting on 20th March 2024**
 - a. **Accuracy** – Minutes approved as an accurate account of the meeting and signed by chairperson
 - b. **Action List update**

The following actions have been completed

 - i. Catering Policy draft has been amended and added to SLM Team Members' Handbook
 - ii. Charity Commission Information sent to prospective Trustees
 - iii. Fire Alarms checked
 - c. **Matters Arising from Minutes of 20th March**
 - i. Shop Representative not present, so the redesign of new shop and café signs and the siting at top of Yarpole Lane to be updated at next meeting

- ii. Stair Cleaning – it was confirmed Helen is continuing to do this on temporary basis

4. Reports from Sub Groups

a. Finance Update

- i. Bank account figures to 7th May 2024:
 - a. Current account £9,108.22.
 - b. Project account £20,754.74 – restricted.
 - c. Reserve accounts. NatWest Liquidity Manager (35 day) £6,064.97 and United Trust Bank (100 day) £28,187.74.
- ii. There is an old Santander Account which is in the name of Yarpole PCC but was used by SLM at its onset. It was a spare account and was convenient to use. It has about £14 in it. It was agreed this should now be given back to the PCC. The paperwork was given to SE to give back to PCC

b. Governance Sub Group Update

- i. **Update** – Barbara Nurse and Trevor Edwards are no longer Trustees, and have been taken off the Charity Commission register. Gordon Ewing and William Talbot Ponsonby have been registered as Trustees with the Charity Commission. Sebastian Bowen and Stefano Street to be registered as Trustees once SB has info and signed declarations

c. Maintenance Sub Group

i. Update

- a. New filter for water heater fitted
- b. PAT test completed for church, shop and parish hall. The entertainment electrical items in the Plant Room were not PAT tested; they must be PAT tested before any of those items are used.
- c. Fire alarms had annual check on 17th April, carried out by Mark Bishop, specialist in fire alarms and security. All passed and we have a Certificate confirming such. The Men's Shed now know how to do weekly fire alarm checks.
- d. The new sound system is up and running. It is controlled from the same place as before. Steve Drurey of the Men's Shed knows how to operate it, as does GE. TE mentioned that it did not appear to work well with MP3. DE will speak to Steve Drurey about this.
- e. DC asked if new sound system needs booking out when required. SR will add it to Hallmaster
- f. Still waiting for a quote for the new entrance doors. DE is chasing. GE asked how the costs will be covered bearing in mind several different organisations' footfall through the doors. AP said he expected it to be cross party funding with the shop contributing. There will have to be grants. DC asked, can SLM reclaim VAT. AP confirmed that SLM could not reclaim VAT but if funded through the PCC there is a system in place with the diocese to reclaim VAT on major capital expenditure
- g. Chair Lift annual service completed
- h. Electrical Installation Condition Report (EICR) due in July 2024 (every 5 years) DE to fix a date
- i. Lightning protection test due in August. This test is due every 2 years. DE arranging this, to be done by Dawson Steeplejacks

- j.* Check on emergency lighting due
- k.* DC had asked for bollard lights to be reset to stay on for longer than the current 20/30 seconds. Done, but does not appear to be working. DE to look at again

ii. Health and Safety

- a.* We are overdue a Health and Safety Risk Assessment. DE, Brian Dobson and AP had a meeting regarding this and have produced a document. This has been sent to Oliver Elphick for his comments. Once finalised it will become a standard document to go in the Team Members' Handbook. There are no serious problems; chemical cleaning products need to be locked away in both the toilet and the kitchen, and a lock is being fitted to cupboard today (8th May). Items such as knives must not be left out
- b.* The issue was raised of how to get less able people out of the Gallery Café in the event of the stair lift not working as a result of no electricity. Fire Officer at last visit had said "just phone the fire brigade and they will deal with that". AP to organise another visit by the Fire Officer.
- c.* AP will distribute Health & Safety Policy and the updated Risk Assessment document when agreed by all parties.

iii. Electricity supply Contract

- a.* AP has spent a considerable amount of time researching this, and has produced a spreadsheet for members setting out various supplier tariffs. The current fixed contract with EON expires in July. Prices have come down since we entered into that contract. It is less expensive to have a flat rate rather than dual night/day tariff.
- b.* The cheapest provider is OPUS. They are owned by Drax who produce fuel from wood pellets sourced from Canada and the USA – AP not comfortable with that.
- c.* AP proposes we stick with EON as good rates and EON hold the current VAT declaration in respect of the VAT split between the church and the shop. In addition, it has been a lot of work researching, and that we might not have to do it again for 3 years is a good thing.
- d.* SM raised question of penalties as this could affect whether we go for 1, 2 or 3 year contract.
- e.* AB asked if we would have to change meter – AP has checked, and we would not have to change meter; the current meter gives a combined as well as dual tariff reading.
- f.* DC queried whether Scottish Energy would be a good option, but AP pointed out that Scottish Energy have a clause in their contract that allows for the standing charge to be increased.
- g.* The Team Members present voted on which supplier to go with. Unanimously EON. They also voted on whether to go with 2 or 3 years contract after ascertaining no one was interested in a 1 year contract. The Team was divided so the casting vote went to the Chairperson who voted for a 3 year contract.

- h. The Team expressed their appreciation to AP for the time spent researching the electricity suppliers

5. Café Update

- a. The Café Manager has now left. Options for a replacement have been considered. It has been decided to advertise for 2 roles; Catering Supervisor and Café Administrator. An advertisement has gone into local Parish Newsletters and also the Parishioner. We are also advertising on Indeed, an online job advertising platform. This went live at the beginning of the week and we have had 8/9 responses. SR and AP are meeting a strong candidate tomorrow (9th May)
- b. SR has arranged for a percentage breakdown of how much money is being spent in each area of the Gallery Café, i.e. drinks, cakes, lunches and Saturday brunches. With lunches only providing 25% of income in April, it may not be cost effective to employ a catering supervisor just to oversee lunches on Thursdays and Fridays.
- c. WTP asked which days a Café Administrator would be employed, and pointed out that less hours over more days would assist with continuity.
- d. Anna Morley has again stepped up to fill in while someone else is being employed. WLSB asked if she was being given remuneration for her time. AP felt that a gift might be more acceptable to Anna.

6. PCC update from GE, as SE only took over the role of PCC representative at end of the last PCC meeting

- a. Ian Mortimer, who was involved in the original design of the church banners, wished to be involved in the restoration of them. He is planning a visit to the church with Matthew Burns. He is also willing to offer financial support to the restoration of the banners.
- b. The PCC is in the process of organising a trail around the church, setting out its history and the reordering of church which is now occupied by three different organisations. They intend to develop a QR code trail round the church and including some in the people buried there. The trail will end at the giving machine. SE, Oliver Elphick and Jane Higgins of the PCC will be proceeding this
- c. The PCC are delighted SLM are looking at a new digital projector and screen. The PCC confirm they favour a free-standing screen
- d. The PCC would be happy with a joint informal meeting and have asked for dates to be suggested. 9th or 23rd June suggested as possible dates
- e. GE pointed out there was no representative for SLM on the PCC. The PCC have asked for GE to take on that role. This was discussed, as it was thought that this was fulfilled by the SLM PCC representative. SE was left to make the decision, and she agreed she should continue as the representative between the two organisations. GE should represent the SLM Trustees if and when an SLM Trustee was required at a PCC meeting

7. Shop Update – Shop representative not present so leave this until next meeting

8. AOB

- a. AB – Purple Polish, the company providing the Gallery Café cleaner, have changed their name
- b. DE – Health and Safety Risk Assessment Training Record – everyone, including volunteers, will need to sign this
- c. SM – The Café Manager's P45 will be prepared soon
- d. AP – We had a visit from the Diocesan Advisory Council. Stephen Challenger's notes on the meeting have arrived. The meeting was mainly about the proposed kitchen

extension. The chair faculty is still in process, as is the LTO. Mention was made about the proposed new glass doors. There were no adverse comments about the proposal to install a storage shed at the west end of the building. AP has sent a planning concept paper to the DAC.

- e. There were no negative comments about the kitchen extension. AP read a summary. Recommendations are:
 - i. Carry out investigation to determine structural capability of rooms below
 - ii. Ensure LA Environmental Health are entirely satisfied with proposal
 - iii. Ensure proposal legally possible in line with Fire Regulations
 - iv. Engage with church inspector in respect of design of finishes.
- f. SR - Role of Booking Secretary when SR retires. Does not need to be a Trustee. SM said she would take on the role

Date for next meeting - Wednesday 14th August at 3pm in Church.

ACTIONS

Para	Item	Responsibility
	Go through terrier	AP and DE – in progress
	Enquire whether BN has a list of current faculties pertaining to St Leonards	AP to do
4ci.d	Check new sound system works okay with MP3	DE
4ci.e	Add sound system to Hallmaster	SR
4ci.f	Get quotes for entrance door to be replaced	AP and DE – in progress
	Slab to be lowered	DE
4ci.h	Arrange EICR	DE
4ci.i	Arrange Lightning Protection test	DE
4ci.j	Check on emergency lighting due	DE
4ci.k	Bollard lights still not staying on longer than 20/30 seconds. Check	DE
4cii.a	Advise volunteers/Café Supervisor of h&s issues in kitchen	SR
4cii.b	Arrange Fire Officer visit	AP
4cii.c	Distribute copies of agreed H&S policy and risk assessment	AP
5d	Arrange for gift for Anna	SR/AP
6c	Get an idea of options and costs for freestanding screen and projector.	AP
	A previous tree inspection mentions removal of ivy. Speak to Oliver Elphick about this	AP