

Minutes of SLM Management Team Meeting
Held on Wednesday 14th August 2024 at 3.00pm
At St Leonard's Church, Yarpole

Present:

Sue Russell (SR) Trustee SLM

Andrew Praill (AP) Trustee SLM

Gordon Ewing (GE) Trustee SLM and Chairperson for this meeting

William Talbot Ponsonby (WTP) Trustee SLM

David Edwards (DE) Maintenance sub-group representative

Sue Beagley (SB) Administrator

Sebastian Bowen (WLSB) Trustee SLM

Stefano Street (SS) Trustee SLM

Lindsay Slade, Shop Representative

Note - Chairperson of Management Meetings circulates between Trustees of SLM

1. **Declarations of interest** – none reported.
2. **Apologies** - Apologies were received from Trevor Edwards, Shanthi Menon, Audrey Bott, David Cheshire and Sandra Ewing.
3. **Minutes of Meeting on 8th May 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. The new sound system does work with MP3, and the sound system has been added to Hallmaster, the booking system.
 - ii. The lightning protection test has been completed.
 - iii. The length of time bollard lights stay on has been checked and adjusted.
 - iv. The café volunteers and supervisor have been advised on H & S issues in the kitchen, and there will be ongoing reminders.
 - v. We have costs for projector and screen, see maintenance update below
 - vi. AP has advised Oliver Elphick of requirements regarding ivy and overhanging trees in the churchyard which are the PCC's responsibility. The PCC are having meeting regarding the churchyard and burial area maintenance on Sep 5 – SLM rep invited.
 - vii. AP has distributed H & S policy and risk assessment to DE and SS.
- c. **Matters Arising from Minutes of 8th May**

- i. We have a faculty for the new chairs, which have arrived and are in situ.
- ii. There will be a faculty application alongside the planning application for the new shed. Both applications should be ready to submit by the end of September. Herefordshire Planning Department have 8 weeks to respond, but it was noted they often take longer.
- iii. The new sound system has been working well, though it was noted not everyone places the microphone in the correct position – i.e. below the chin. WTP suggested using a lapel microphone which users might find easier.
- iv. When the sound system is required by outside hirers using the premises they should be referred to GE or Steve Drury from the Men's Shed who have access and know how to use it.
- v. The old sound system needs disposing of. GE to put on Community WhatsApp.
- vi. Entrance door replacement has come to a halt as the company we are talking to cannot do the whole package (doors and electrical system that it uses). We require a company to take on the complete works. AP has been in touch with John Scrimgeour from Peter Church. He has sent some information re company who could help. DE has made initial contact.
- vii. The H & S and Risk Assessment policy to be sent to GE for inclusion in the Members' Handbook
- viii. AP has made enquiries regarding screen and projector. He will pass info gathered to SS and DE. Cost of screen likely to be £200. It can be floor or table mounted and is collapsible. The cost of the projector is likely to be £600, or £1,000 for a more upmarket one that adjusts to ambient lighting. AP/GE has advised that there will be approx. £1,500 left from the £10,000 anonymous donation after purchase of chairs. This to go towards shed, but there may be surplus to go towards screen and or projector
- ix. Regarding 6a, the restoration of the banners in the church. Ian Mortimer willing to make a contribution. They are SLM responsibility and not PCC responsibility. SR asked if we had heard any further. WLSB, is it worth asking Mark Richards who produced the banners. WLSB to try and get in touch with Mark Richards. GE to chase Rev Matthews Burns who was going to arrange a visit with Ian Mortimer
- x. Regarding 8f, SM has taken over as Booking Secretary. There is a big private event on Saturday 28th September. SM is away so SR has offered to stand in and be available for this event. They will require the sound system. They have also booked the church for Sunday 29th to clear up. SR will be meeting the hirers again before the event. It is important for the hirers, but also for our reputation, that the event goes well. SR has stressed to the hirers that it is important that the ground floor is put back as found. They have permission to leave items in the gallery overnight if they need to.
- xi. Electrical items in plant room still to be gone through by DC. We need to know what can be discarded

4. Reports from Sub Groups

a. Finance Update

- i. Bank account figures to 13th August 2024:
 - a. Current account £20,291.26.
 - b. Project account £12,341.54 – restricted.

- c. Reserve accounts. NatWest Liquidity Manager (35 day) £6,114.02 and United Trust Bank (100 day) £28,178.74.
- ii. The 2023 accounts were inspected and passed by John Langley some months ago. SR raised that in future accounts should not be sent to anyone other than AB and the Trustees, and this was agreed.
- iii. SR raised that there was something odd about the 2023 accounts under receipts; they show £3,000 for hiring but actually the figure was just over £1,000. SR thinks other odds and ends have been amalgamated to come to the £3,000 figure. SR suggested GE use Audrey's figures, and not the 2023 accounts figure, when filling in the Performing Rights documentation
- iv. Regarding two very old SLM accounts which each had £25 in, the respective amounts have been transferred to other online SLM accounts and these two accounts remain dormant awaiting Nat West to close them
- v. Budget plan, GE has distributed. Finances are looking healthy and we may expect to have a surplus of £15,000 to £16,000 at the end of the year from the Gallery Café. The figures are enhanced by not having to pay a Café Manager for 2 months.
 - a. The Café figures are really strong, this even bearing in mind we are keeping sale prices lower than similar settings. WTP shared this with the volunteers and they were extremely pleased that their hard work was showing results.
 - b. AP pointed out that we are receiving refunds of VAT paid since installation of ASHP from our electricity supplier

b. Governance Sub Group Update

- i. We have potentially 9 new policies which the Trustees need to read and approve. These have mainly come from the website, Charity Excellence, and reflect the policies the Charity Commission asked if we had when completing the Annual Return. GE to PDF and send them to the Trustees in batches of 3 over a period of time. It was suggested some of the new policies might already be incorporated in the MOU, but it was suggested that the MOU is not an adopted policy, but merely a statement of intention.
- ii. One issued raised was the Speaker policy, which basically requires for any speakers to sign to say they will not say anything that might offend anyone at the gathering or to be contra to SLM's objectives. Several members asked whether this was necessary. SR had never been asked to sign anything where she has been an expert speaker, and WTP has not noticed this in respect of the church. Whether this is required needs further investigation. GE - the question is, do we feel exposed if we do not have a particular policy?
- iii. AP has renewed our Community First membership for another 3 years. It is aimed at village halls but this is how we operate. Community First may have suggested policies, or be able to advise on the speaker issue. In any event the info with Community First needs updating as AP is named person at the moment. Paperwork passed to GE.
- iv. Regarding a safeguarding policy, we should have a copy. GE will speak to the church's new safeguarding officer, Val Ainsworth
- v. AP, we also need a RIDDOR policy which is required in the event of a very severe accident

c. Maintenance Sub Group

i. Update

- a. Kickboards have been installed in the kitchen gallery edge to ensure nothing can fall off and into the church.
- b. Chair Lift was serviced in June
- c. Lightning conductor tested. DE to distribute certificate
- d. We have a new contact, Jason, who can do odd jobs like cleaning gutters etc. He now has public liability insurance. DE has a list of general maintenance items that Jason can deal with
- e. The Risk Assessment has been completed and there are actions. DE will be working through these
- f. The external signs on the path leading up to the church door are looking tatty. DE has asked the Men's Shed to look at those.
- g. There is an issue with food being left in the brown church waste bin and it is encouraging vermin. Query whether there needs to be another bin for litter from members of public using shop, café, etc. SS and DE to look into this. Suggestion it could be fixed into a slab, but WTP raised that this could need a faculty
- h. AP raised with Shop Representative that the bins should not be left close to the ASHP. There needs to be a gap of 1 metre to ensure the heat pumps work correctly
- i. Tree in churchyard becoming a nuisance and encroaching on neighbour's garden. This is a PCC issue. GE will raise it at the PCC meeting on this subject
- j. First aid box on wall has been used, as the seal has been broken, but nothing in the accident log book. Men's Shed to let DE know if anything missing. Suggested there should be a note inside the box asking anyone using it to record it in the log book in the café
- k. Café first aid box has been fixed to the cupboard as people have been putting things on it and obscuring it from view
- l. Maintenance schedule to be distributed with these Minutes

ii. Electricity supply Contract

- a. New electricity contract is now in place. Viv took a call about a new meter being fitted. AP will get in touch with the caller. Suggestion is it will be done on 29th August.

5. Café Update

- a. New Café supervisor has started. Anna is supporting her and all is going smoothly. Jackie had a meeting with the volunteers last week and all very positive
- b. Looking at setting up more guidelines re H & S ensuring putting knives away, etc. WTP has a plan for this
- c. Looking at standardising size of cake sold. Christine Chesire to convene a meeting to discuss and agree cake size
- d. Diocese want to use us as external caterers again. WTP will be ensuring we can fulfil, i.e. enough volunteers, cake makers. If we cannot fulfil, Jackie, who has her own business as an external caterer, will step up.
- e. Café profits are higher than any time in the last three years. WTP still to establish what is making the most money. Anna has the information sheets but they are not

currently accurate. She will pass them to WTP once they are checked. The information is gathered through the till, and there are discrepancies.

- f. Looking at aprons with logo on. Is there a budget for this? WTP to get prices and bring it to the committee

6. PCC update

- a. The PCC are getting comments and complaints about the state of the churchyard and burial ground. Rose Jenkins is going to liaise with the PCC about this. Of particular concern is the path leading to the church and shop. The PCC is to convene a meeting about this with interested parties. GE asked if SLM want to be present. Meeting to be on Sept 5th 7.15 pm in the Gallery Café
- b. Rose is meeting with a trade person who may work on the burial ground and churchyard on a regular basis
- c. Oliver Elphick is moving back to Lincolnshire so PCC will be looking for a new church warden in due course
- d. The Feast of St Leonard community event. 6th November. An evening of food, drink and music. There will be a hog roast provided by Andrew Francis Together with bring and share salads and desserts, etc. This will be advertised in the September issue of The Parishioner. We will be charging up front so we know numbers. Tickets will be sold in shop. A price has not been set yet. SR clarified; the hog roast will be supplied by an external party so not SLM responsibility. It will be the hog roast we are charging for. The rest is FOC.

7. Shop Update –

- a. Proposed new poster has been distributed and Trustees happy. Agreed to take Amex reference off.
- b. They have approached another signwriter about the signage
- c. All signage is to be replaced, and there is to be additional signage either side of the entrance to the church and shop as strangers to the area sometimes find it hard to locate the shop
- d. The cost of the new signage will be about £300 in total. It was agreed SLM would share the cost
- e. It was advised we still have a shop grant outstanding. Might it help with the Café aprons? The shop is not allowed to give grants to items that have already been purchased
- f. Next year will be the shops 20th birthday, actually on St George's day 2025. There is to be a small celebration

8. AOB

- a. There was a presentation to the outgoing Trustees, Sue Russell and Andrew Prail.
- b. We have another wheelchair, donated by John Nurse
- c. Regarding the chairs that are no longer needed. DE - some of them need discarding. It was suggested that good ones can be gifted to Croft Church.
- d. DE has received several files from AP which need archiving. In the long term they might be able to go into the extended kitchen. In the meantime, they might be able to go into plant room. However, DE has now said there is no room in plant room
- e. Update from SM who could not attend – HMRC matters up to date and new employee now on payroll and paid first pay. There is a funeral booking for 21st August - Café cleaning needs to be rearranged as this is normally done on a Wednesday afternoon. Awaiting response from cleaning company.

Date for next meeting - Wednesday 16th October at 3pm in Church.

ACTIONS

Para	Item	Responsibility
	Go through terrier	SS
	Enquire whether John Nurse has a list of current faculties pertaining to St Leonards amongst Barbara's papers	AP
3cvi	Get quotes for entrance door to be replaced	DE – in progress
	Slab to be lowered	DE
	Arrange EICR and emergency lighting checks. Awaiting electrician	DE
	Arrange Fire Officer visit	DE
3.cv	The old sound system needs disposing of. GE to put on Community WhatsApp.	GE
3.civ	Restoration of banners. WLSB to reach out to Mark Richards. GE to chase Matthew Burns re visit from Ian Mortimer	WLSB and GE
3cvi	Electrical items in plant room still to be gone through by DC. We need to know what can be discarded	DC
4bi	9 potential new policies - GE to PDF and send them to the Trustees in batches of 3 over a period of time	GE
4biii	Update Community First information	GE
4biv	See if church's safeguarding officer has a safeguarding policy	GE
4bv	Look into RIDDOR policy	GE
4ci.c	Distribute Lighting Conductor Test certificate	DE
4ci.f	DE to ask Men's Shed to look at tatty signs either side of church path with a view to improving	DE
4ci.g	Look at getting another bin for litter for members of public using shop, café	DE and SS
4ci.i	Tree in church yard encroaching on neighbouring property and generally becoming a nuisance. GE will raise at PCC meeting specifically for upkeep of Churchyard and Burial Grounds	GE
4ci.j	Add note to first aid box in church, asking anyone using it to enter incident in log book in Café	DE
4ci.k	Café first aid box to be fixed to wall	DE
5f	Get cost of aprons for Café	WTP