

## **Minutes of SLM Management Team Meeting**

**Held on Wednesday 17<sup>th</sup> January 2024 at 3pm**

**At St Leonard's Church, Yarpole.**

Present:

Trevor Edwards, (TE) Trustee SLM and Men's Shed representative (Chairperson for this meeting)

Andrew Prail, (AP) Trustee SLM

Sue Russell, (SR) Trustee SLM

Gordon Ewing, (GE) Governance and administration support and PCC representative

David Edwards, (DE) Maintenance sub-group representative

Lindsay Slade (LS) Community Shop representative

Sue Beagley (SB) Administrator

**Note** - Chairperson of Management Meetings circulates between Trustees of SLM

- 1. Declarations of interest** – none reported.
- 2. Apologies** - Apologies were received from Barbara Nurse, Shanthi Menon, David Cheshire, Audrey Bott and Anna Morley.
  - a. An email received from Anna Morley was read aloud, stating that Anna has resigned from her position as Café representative
- 3. Minutes of Meeting on 25<sup>th</sup> October 2023**
  - a. **Accuracy** – Minutes approved as an accurate account of the meeting and signed by chairperson
  - b. **Action List update**
    - i. The following actions have been completed
      - a. Ascertain whether Barrie's pro-bono work is eligible for gift-aid – PCC feedback via GE, no it is not.
      - b. Investigate 30- or 60- day notice accounts
      - c. Obtain a copy of the insurance policy document together with an up-to-date Certificate. SR has up to date copy and will email such to GE. TE pointed out that the policy document needs to be updated on notice Board and that these documents need to be kept for 40 years
      - d. Exit door at back of church to be checked out as was sticking on flagstone. Remedial work done
      - e. Source floor polisher for stairs. We now have one
      - f. Meet with PCC regarding kitchen extension. AP attended. Work in progress

- g.* Get new card machine for Gallery Café – new machine appears to be working well
  - h.* Go through chairs carefully with Men’s Shed to decide which are safe to use and in an acceptable state of repair
  - i.* Raise question of chairs with PCC, and try and obtain the church terrier (inventory). AP now has a copy of the terrier
  - j.* Purchase first-aid box for downstairs siting. Purchased and sited in prominent position
- c. Matters Arising from Minutes of 25<sup>th</sup> October**
- i. 3b viii - report from Men’s Shed was that the sound system is working. It is not working well. DE said that the Men’s Shed had done as much as they can but the system is not reliable. AP suggested it needs a specialist to look at it. AP will make contact with a suitable person. The question of requiring a faculty was raised
  - ii. AP - Requirement for faculties needs investigating. A faculty is permission that is granted by the Diocese in respect of fixed and unfixed furniture and fittings in the church. GE – question of faculties may arise when Quinquennial Report is done later in the year. AP will distribute terrier and link to faculty document, and will also enquire whether BN has a copy of current faculties pertaining to St Leonards.
  - iii. During AP’s communication with Stephen Challenger it was highlighted that:
    - a.* We may need a faculty for new chairs to replace folding black chairs (process could take up to 4 months). We can apply online. The chairs chosen are being used in another church in the Diocese
    - b.* Any shed to house furniture when not in use would need a faculty and planning permission.
    - c.* Regarding proposed kitchen extension, arrangements will be made for Stephen Challenger to visit the Gallery Café with others including an architect and member of Herefordshire Council planning officer who sits on Diocesan Advisory Committee (DAC)
  - iv. 4c - electric prices. AP has had a quote which is cheaper than what we are currently paying. He is waiting for a second quote from another broker. SR – if prices are rising, perhaps we should consider fixing price now. Also, when previously fixing energy supply, we were not allowed cheaper tariffs as we did not have trading history. We now have two years trading history so may be able to take advantage of that discount
  - v. 8b – LS is prepared to have sign for café and shop outside her house at the top of Yarpole Lane. Gallery Café manager feels it might direct more people to the café, in particular cyclists. SL to add to next shop meeting agenda
  - vi. 4e – Men’s Shed deal with issues as they arise. TE – There are occasions when the Men’s Shed feel issues are beyond their expertise. In those circumstances they should let DE know so he can make other arrangements

#### **4. Reports from Sub Groups**

##### **a. Finance Update**

- i. AB emailed information regarding bank account figures to 16<sup>th</sup> January 2024:
  - a.* Current account £14,395.12

- b. Project account £10,754.74 – restricted – no transactions
    - c. Reserve accounts. Natwest Liquidity Manager (35 day) £6,000 and United Trust Bank (100 day) £28,000 plus £187.74 interest
    - d. It was noted that we now have the full reserve amount.
  - ii. The Team would like to record thanks to David Cheshire and Viv Mitchell for organising the HR6 event and to all the many volunteers who helped to make it a very successful weekend. They would also like to record thanks to The Recipe Book group for their fundraising.
- b. Draft Budget for 2024**
  - i. This was distributed to team by email prior to the meeting
  - ii. Major change – there is an amount of £3,000 in January. This was accounted for in December 2023 so SR will amend and redistribute
- c. Governance Sub Group**
  - i. **Update** – TE still gathering knowledge from BN
  - ii. **Team Members' handbook** – GE thanked for Team Members' Handbook, which he will be going through
  - iii. SB went through Non Domestic RHI annual declaration with AP prior to meeting, and has confirmed she will now go ahead and sign it
- d. Maintenance Sub Group Update**
  - i. Gutters to be cleaned on Friday
  - ii. French drain to rear of church needs annual tidy
  - iii. Phil Welch to reset slabs outside church
  - iv. Looking at cleaning Bell Tower floor
  - v. DE was asked to hold fire on bird proofing the windows in Bell Tower as this may require a faculty. Men's Shed have a suggestion for this work but it would have a visual impact
  - vi. DE – there is a rota for salt spreading as and when it becomes necessary. In case of snow, it will be all hands
  - vii. DE meeting Brian Dobson and Rob Morley re putting blackboard up in Gallery Café

## 5. Café Update

- a. The Café Manager's treatment is going well
- b. As a result of minimum wage going up we have offered the Café Manager an increase in salary.
- c. AM has also resigned as Café Volunteer Coordinator.
- d. It has been requested that the Gallery Café led by the Café Manager should be the caterers when there is a major event in the church. In the event of ambiguity in respect of an event, the Café Manager to decide. SR to write a policy note on this and will distribute to team members for comment.

## 6. Succession planning

- a. Document setting out current Trustees responsibilities and duties was distributed prior to the meeting. Trustees take ultimate responsibility to community and to charity
- b. SR's role as Events Representative and Events Coordinator and organiser were omitted and should be added
- c. It was agreed SR and AP would step down as trustees of SLM on 31<sup>st</sup> August 2024.
- d. Trustees' responsibilities can be extensive and onerous but also very enjoyable. DE suggested having more Trustees and splitting the responsibilities further. Consideration also to be given as to which tasks and responsibilities, currently undertaken by Trustees, could be undertaken by members of the SLM Management Team.
- e. All to give consideration as to who in the community might be a good trustee. We can approach them ourselves, but also give any names to TE, AP and SR
- f. There is an article in Parishioner in February about the need for replacement Trustees
- g. Anyone on PCC and Shop Board to be excluded, as considered a conflict of interest. However, there is nothing to stop someone resigning from PCC or Shop Board to become an SLM trustee

#### **7. Folding Chair Replacement Update**

- a. GE – AP presented type of chair to PCC. GE and Sandy Ewing visited St Laurence's Church in Ludlow, who have the same chairs. The chairs stack using minimum space and could stay in church. PCC more than happy to proceed with proposal from SLM
- b. Discussion on shed to house some blue chairs. GE – PCC of view that if tables could go in shed, then blue chairs would be okay behind choir stalls
- c. An anonymous donor is willing to fund both of these purchases.

#### **8. AOB**

- a. GE – There are opportunities for grants from both the Diocese of Hereford and also National Churches Trust in respect of funding for repair and improvements
  - i. NCT has £500,000 available with the objective to help 18 churches with minor repairs and improvements, in respect of "churches that need saving"
  - ii. Hereford Diocese has grants for minor repairs and general repairs and improvements. Applications to be in by 29<sup>th</sup> February 2024
  - iii. Discussion on whether we could get a grant to cover replacement of outside door. DE - Query on how long it would take to get quotes (could be some time) and how much detail needed for grant application. AP and DE to investigate
- b. GE – Could we have a written piece to go with Donation Card Reader explaining history, etc. SR pointed out that money from card reader goes to PCC and not SLM
- c. GE – Church porch becoming a dumping ground. AP to put out WhatsApp message to see if anyone has suitable shelves to donate, where items like jam jars, etc could be left for the community

**Date for next meeting** - Wednesday 21<sup>st</sup> February 2024 at 3pm in the Gallery Cafe.

## ACTIONS

Para	Item	Responsibility
	AP to distribute copy of Men's Shed TOR to Team	AP – in hand
3b 1.i	Go through terrier	AP and DE
3c i	Speak to sound system specialist regarding our unreliable sound system	AP
3c ii	AP will distribute terrier and link to faculty document. and to enquire whether BN has a list of current faculties pertaining to St Leonards	AP
3c v	Add question of sign for shop and café, to be positioned outside LS's house, to be added to shop meeting agenda	SL
4b ii	Amend draft budget in respect of £3,000 in Jan	SR
5d	SR and Sarah to write a policy note on events catering and will distribute to team members for comment	SR
8b	Get quotes for entrance door to be replaced, with a view to trying to get a grant	AP and DE
8c	WhatsApp message re shelves to use instead of church porch	AP