

Minutes of SLM Management Team Meeting

Held on Wednesday 20th March 2024 at 3pm

At St Leonard's Church, Yarpole.

Present:

Andrew Prail, (AP) Trustee SLM and Chairperson for this meeting

Sue Russell, (SR) Trustee SLM

Trevor Edwards, (TE) Trustee SLM and Men's Shed representative

David Edwards, (DE) Maintenance sub-group representative

Sue Beagley (SB) Administrator

Shanthi Menon, (SM) Finance Support

Audrey Bott, (AB) Treasurer SLM

David Cheshire, (DC)

Sebastian Bowen (WLSB) Observer

Note - Chairperson of Management Meetings circulates between Trustees of SLM

- 1. Declarations of interest** – none reported.
- 2. Apologies** - Apologies were received from Barbara Nurse, Gordon Ewing, Lindsay Slade.
Welcome to Sebastian Bowen as an observer
- 3. Minutes of Meeting on 17th January 2024**
 - 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. Speak to sound system expert
 - b. Terrier document and link to Faculty document distributed
 - c. Shop and Cafe sign at top of Yarpole Lane. Email from LS states she has checked with the Council and should not be a problem. YCSA Board are in the process of getting quotes for new signs.
 - d. Draft Budget amended and redistributed
 - e. Draft Catering Policy and Hire Charges policy prepared and distributed
 - f. Quote for new entrance doors. One company measured up today. Cost likely to be between £8,000 and £10,000.
 - c. Matters Arising from Minutes of 17th January**
 - i. 3bi.g – SR has the old card machine. What should she do with it? Does it have a value? It was second hand when it was given to the Gallery Café. Agreed it should be taken to local refuse depot to be recycled
- 4. Reports from Sub Groups**

a. Finance Update

- i. Bank account figures to 20th March 2024:
 - a. Current account £11,633.53. Includes grant of £1,000 for sound system
 - b. Project account £20,754.74 – restricted. Includes anonymous donation of £10,000 earmarked for new chairs. We have permission from the donor to use remaining monies, after chairs bought, for shed or sound system
 - c. Reserve accounts. Natwest Liquidity Manager (35 day) £6,032.66 and United Trust Bank (100 day) £28,187.74
- ii. The 2023 accounts have been audited and are in order
- iii. The Team would like to record thanks to:
 - a. John Langley for auditing the 2023 accounts and writing the report for the Charity Commission
 - b. Sue Smith for her able assistance with monthly spreadsheets and reconciliation
 - c. Our anonymous donor and also Yarpole Group Parish Council for their financial help with projects

b. Governance Sub Group Update

- i. **Update** – a draft Hire Charges Policy has been prepared and distributed. SR will no longer be bookings secretary after August, so the policy will assist whoever takes over. Questions and comments were invited. TE mentioned the Arts Group were looking at alternative premises. The Trustees confirmed they were aware. The Art Group had been on reduced hire rates of £8 an hour for 18 months, and had been told the hire charge would go up to £10 in September 2024 and then to the full amount in March 2025. The Art Group leader has decided to hire Village Hall instead. In any event the Art Group leader did not like the light in the church, or the noise from those visiting the shop or cafe. The favourable hire charge originally accepted for the Art Group had in part been because it was hoped that the Art Group would generate income for shop and café, but this has not transpired
- ii. **Team Members' Handbook** – TE now has a copy of the Team Members' Handbook from GE. AP asked if there were any gaps in the handbook. TE confirmed no, just new policies to be added once accepted. GE had previously confirmed that he would put any new policies in SLM house style.

c. Maintenance Sub Group

- i. **Update**
 - a. Gutters cleaned
 - b. Slab outside church reset, but there is now another which requires lowering
 - c. Wire mesh put in openings in Bell Tower to stop birds getting in. Work completed by Men's Shed. DE had checked with Diocese and permission not required
 - d. Macerator has been serviced
 - e. Stairs are now cleaned on the last Tuesday of every month. Helen Coverley is doing this temporarily
 - f. New filters for water heater ordered. One for now and one spare

- g.* PAT booked for 16th April. Current certificate runs out on 17th April. The work has been coordinated with shop and Parish Hall, all to be done on the same day.
- h.* A meeting to be arranged with Barrie Morgan to discuss his useful report indicating what repairs need carrying out to Church, in particular those set out in the Quinquennial Report
- i.* DE using MaintenanceBooker.org.uk where you can locate workmen skilled in working on churches, chapels and historic buildings. MaintenanceBooker can also help with grants for work (of up to 50%)
- j.* Fire alarms to be checked by Mark Bishop, specialist in fire alarms and security
- k.* Electrical Installation Condition Report (EICR) due in July 2024
- l.* Lightning protection test due in August
- m.* Check on emergency lighting due
- n.* DC asked for bollard lights to be reset to stay on for longer than the current 20/30 seconds
- ii. We are awaiting a faculty to buy the new chairs. WLSB asked who controls the faculties. AP explained we go through Stephen Challenger who then has to refer it to several other parties.
- iii. We have ordered new audio system and this is due to arrive on 3rd April. When fitted, all speakers and audio loop will be checked. We are expecting the new system and fitting to cost around £1,800, of which £1,000 will come from the Yarpole Group Parish Hall donation.
- iv. New shed has been chosen. This will need a faculty and also planning permission.
- v. South Shropshire Glass visited the church today regarding replacing the entrance doors. DC asked if there was an option of keeping the current frame. There is no guarantee of the doors working with the new frame. The new entrance doors can be power assisted and/or there can be a button for less able visitors to push to open the door. The new doors will be double glazed, safety glass and will be argon filled.

DE – we have approached two other companies but they would not take on both the electrics and the door fitting. It is preferred to have one contractor to do the whole job. AP – we might have to have a second quote

5. Café Update

- a. There are two major issues affecting the café :
 - i. A number of key volunteers have decided they want to stand down. In the circumstances, can we continue to run the café for the same number of hours as currently?
 - ii. The Café Manager has handed in her notice. A meeting has been set up with the volunteers so that Sarah, the Café Manager can tell them. Once the volunteers know, we can start assessing how many days we can keep the Gallery Café open.
 - iii. The main issue is the need for someone to fulfil the responsibilities of the café manager, for example ordering, health and safety sheets, etc

- iv. The likely reduction of Gallery Café hours is a blow to SLM finances and to the Community
- v. DC - is the pub intending doing lunches? SR had informal meeting with both Jill Grant representing the village hall and Julian Stokes representing the pub. Julian suggested no plans to do lunches at the moment but can make no promises
- b. Catering Policy draft distributed. SR referred to Environmental Health operative for information on responsibility. DC requested one alteration – 3i should read “This policy applies to all events at St Leonards Church organised by or on behalf of SLM where.....”

6. PCC meeting report and Diocesan Advisory Council visit

- a. GE had sent an email setting out the following:
 - i. The PCC appreciative of everyone’s efforts to keep the church porch clear
 - ii. The PCC are looking forward to the arrival of the new chairs, subject to the appropriate faculty, and believe that the best location for the new chairs and storage frame, will be inside the church at the side of the Archives Cupboard, with the ex-café blue chairs being stored elsewhere - possibly the proposed new outside shed
 - iii. The PCC state that St Francis Chapel is reserved for personal reflection and contemplation, so the PCC has adapted the layout to reflect this and propose to place a notice near the font encouraging visitors to use the chapel accordingly. Consequently, the occasional use of the chapel for meetings and/or storage will need to be reconsidered.
SLM consider this a reasonable request and we need to be aware of this when arranging events.
 - iv. The PCC hope that, in SLM’s plans to improve the church audio visual system, consideration could be given to the installation of a motorised AV screen, mounted to descend from the beam at the entry to the chancel - this would increase opportunities for letting and hiring in the future as well as for use in collective worship and memorial events. Apparently, other churches in the diocese have successfully installed such screens to great effect.
SR has responded – finances are committed to other projects which are considered more urgent. The lack of a visual system has never been an issue, the issue of parking is much more of a problem and has lost bookings. However, we could look at getting a new portable screen and projector. We can speak to the people fitting the new sound system to get an idea of possibilities and costs.
- b. The PCC has commented that the banners look a bit tatty, and talked about replacing them with a new design. SR has responded that there will be a lot of opposition. The current banners tell the story of the development of the church into the community facility it is today. It was suggested it may be worth consulting the people who produced these banners.
- c. There is an upcoming meeting with the Diocese initially to discuss ideas for a kitchen extension, but they can also discuss chairs, shed and more.

7. Succession planning for retirement of Barbara, Andrew & Sue

- a. TE is stepping down as Trustee but will remain in the team as Men’s Shed representative

- b. 2 people have agreed to be Trustees of SLM
 - i. Sebastian Bowen
 - ii. Gordon Ewing (GE has agreed to step down from his position on the PCC)
- c. The PCC is concerned that SLM has poached GE. This was not the case, and conflicts of interest had been set out at the last team meeting. SR suggested an informal get together with PCC. Agreed by team. SR to approach PCC

8. AOB

- a. AB - John Langley mentioned that SLM should be referenced in insurance policies, etc. AP has spoken with both John Langley and Oliver Elphick about this, and Oliver is sorting this.
- b. DE mentioned a previous tree inspection and work that should have been done as a result (removing ivy). It is not SLM's responsibility. AP will have a word with Oliver Elphick.
- c. DE - should the electrical items in plant room be PAT tested. AP - cost is approx. £1 an item so no problem financially. DC could identify items that are no longer used
- d. SB to send info re becoming a Trustee and necessary Charity Commission forms to GE and WLSB

Date for next meeting - Wednesday 8th May at 3.30pm in Village Hall. SR to book Village Hall

ACTIONS

Para	Item	Responsibility
	AP to distribute copy of Men's Shed TOR to Team	AP – on hold
	Go through terrier	AP and DE – in hand
	Enquire whether BN has a list of current faculties pertaining to St Leonards	AP
3cv	Get quotes for entrance door to be replaced	AP and DE – in progress
	WhatsApp message re shelves to use instead of church porch	AP – in progress
4ci.b	Slab to be lowered	DE
4ci.j	Fire alarms to be checked by specialist	DE
4ci.m	Check on emergency lighting due	DE
4ci.h	Bollard lights to be reset to stay on for longer than the current 20/30 seconds	DE
5b	Amend catering policy draft	SR
6a3	Speak to the people fitting the new sound system to get an idea of options and costs for freestanding screen and projector.	AP
7c	Arrange informal get together with PCC.	SR
8b	A previous tree inspection mentions removal of ivy. Speak to Oliver Elphick about this	AP
8c	Arrange for items in plant room to be PAT tested. DC to identify items no longer used	DE and DC
8d	Send info on becoming a trustee and forms to complete to WLSB and GE	SB

	Book village hall for next meeting	SR
--	------------------------------------	----