

Barlow Charity Board of Trustees

Minutes of the meeting held on 14 September 2018

Present:

Christine Waring (CW) Chair	Parish Council appointee
Stephen Danks (SD) Vice-Chair	Parish Council appointee
Colin Rigby (CR) Treasurer	Elected member

In attendance:

Sally Houghton (SH)	Secretary
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1. Introductions and apologies

Mark Sutherland, Daniel Wild

2. Declaration of interests

None

3. Minutes and action points from 7 September 2018 meeting.

With certain amendments, the minutes were accepted as a true record.

4. Matters arising not covered on this agenda

Item 14 Noise control/functions – The Trustees agreed that, in future, all events will be run within the terms of the existing bar licence. This was especially in view of complains received from residents.

Item 19 Any other business – The Trustees agreed the wording of a letter to the Parish Council re payment for rooms used by them in The Barlow. The agreed sum will be invoiced quarterly starting from 1 October 2018.

5. Roof repairs

A contractor will be on site next week to assess the extent of the problems related to the recent leaks, the costs involved and to start the urgent repairs.

6. Cricket Club and Bowling Club leases

The Trustees discussed the ongoing review of Cricket Club and Bowling Club leases.

7. Heritage Lottery Fund

HLF cannot be progressed until information is available including from the former Trustees. For more general fund raising Jean Rigby has met with a not-for-profit organisation specialising in fund raising. The organisation has taken details and will let JR know in seven to ten days if they feel they can help The Barlow.

8. Reading Room

CW and SD have met with the Saturday morning café volunteers. As a result of the meeting, a steering group was set up comprising twelve volunteers to provide a volunteer led service to run the coffee shop and formulate up a strategy going forward. The steering group is preparing a user questionnaire. Use will be made of publicising the coffee shop free of charge.

9. Charity Commission letter

A reply to the Charity Commission enquiry was sent on 4 September 2018.

10. Letter Inviting user groups to nominate trustees

The letter was sent from the Chair on 10 September. To date one nomination has been received from the Bowling Club.

11. Friends of The Barlow

A communication is to be sent to all FOTB by email or letter. A social event is planned for November.

12. Finances

CW has prepared a report for Hull Jady.

The queries re the 2017 accounts are resolved and awaiting revision by Hull Jady. The accounts will then be presented at an EGM and sent to the Charity Commission.

CR and CW are progressing with the preparation of financial statements for 2018.

The VAT issue cannot be progressed until the Trustees have access to the bank accounts and new signatories registered.

13. Any other business

- Electricity bills
The Treasurer noted that no electricity bills have been received or paid since July 2017. The supplier has been contacted and it was discovered that the bills have been misdirected. This has now been resolved and the outstanding amount to be paid is £5,481.
- Security
The Trustees agreed that the lock on the side door should be changed and a keypad lock put on the office door.
- IT Policy
CW is drawing up the IT policy. Trustees are asked to use Barlow e-mail addresses for official business.
- Social media
A meeting of the volunteer group looking at marketing will consider Facebook and other social media.
- Training
When the user group nominated Trustees are in post training needs will be considered.

14. Date and time of next meeting

Tuesday 18 September 10:30 am.