

## **Barlow Charity Board of Trustees**

### **Minutes of the meeting held on 30 August 2018**

**Present:**

Christine Waring (CW) Chair	Parish Council appointee
Stephen Danks (SD) Vice-Chair	Parish Council appointee
Colin Rigby (CR) Treasurer	Elected member
Mark Sutherland (MS) (by telephone conference)	Parish Council appointee

**In attendance:**

Peter Russell (PR) (for item 8)	Bowling Club representative
Sally Houghton (SH)	Secretary

**1. Apologies**

None received.

**2. Declaration of interests**

None.

**3. Minutes of the last meeting 24 August 2018**

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

**4. Matters arising**

The Trustees have agreed to publish the minutes of their meetings on The Barlow notice board and The Barlow website.

**5. Roof repairs**

A contractor with experience of working on The Barlow roof is to be contacted to provide a quote for the work in order that urgent works may be carried out in a timely manner.

**6. AGM minutes**

Trustees to comment on the draft minutes produced by the Parish Clerk.  
Secretary to arrange for publication on the website as well as on The Barlow notice board.

**7. Cricket Club lease and planning permission**

The Trustees are to arrange a meeting with the Cricket Club to discuss the lease and the planning application for an extension of the pavilion.

**8. Bowling Club lease and planning application**

Peter Russell attended the meeting to present the proposed development of the club house to the Trustees. The Trustees are sympathetic to the proposal but, at this stage, are not in a position to give permission pending further consideration in the medium term.

**9. Reading Room**

The Trustees ensured that short term arrangements are in place to cover the operation of the Reading Room following the resignation of the manager Stephanie George.

The Trustees are actively reviewing the operation of the Reading Room. For the future direction the Trustees will seek the views of the Group Leads, the Saturday café volunteers and other volunteers. The current view of the Trustees is that the Reading Room should be run as part of the fund raising activities of The Barlow and not as a business.

The possibility of replacing the large coffee machine with one that is smaller, more cost effective and does not need special training to operate will be investigated.

#### **10. Beer Festival**

The Beer Festival to take place at the end of September. The Trustees will liaise with the organisers.

#### **11. User group letter**

The letter to be sent to all user groups asking for nominations to act as Trustees in accordance with the 2000 Scheme was agreed.

#### **12. Registration with the Information Commissioner's Office**

The Barlow will register with ICO as a data user as soon as possible.

#### **13. Parish Council use of The Barlow**

The Parish Council use of The Barlow rooms was discussed.

#### **14. New user**

A new user group was proposed but not accepted due to unsuitability.

#### **15. Friends of the Barlow**

A letter is to be sent to all FoTB. A social event may take place towards the end of the year.

#### **16. Volunteers forum/get together**

A social event is proposed in September/October both as a thank you to the volunteers and to give volunteers an opportunity to talk to the Trustees and make their views known.

#### **17. Donation from Folk Club**

Potential uses of the Folk Club donation were discussed.

#### **18. Finances**

The Chair will meet with Hull Jady to discuss their 2018 fee proposal.

Work on the 2017 accounts is ongoing; most issues are now resolved.

#### **19. Any other business**

The Trustees agreed payment of an invoice for £450 re the Memory Garden

#### **20. Date and time of next meeting**

Friday 7 September 9:30 a.m. at The Barlow.