

Barlow Charity Board of Trustees

Minutes of the meeting held on 7 September 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:

Sally Houghton (SH)	Secretary
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1. Introductions and apologies

None

2. Declaration of interests

None

3. Minutes and action points from 30 August 2018 meeting.

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

4. Matters arising not covered on this agenda

None

5. Roof repairs

Urgent repair works to the roof are due to start imminently.

6. AGM minutes

The draft minutes will be published on the website and on the notice board at The Barlow.

7. Cricket Club and Bowling Club lease

The Trustees now have copies of the Cricket Club lease and the Bowling Club lease; both of which are under review.

8. Reading Room

The Trustees are proceeding with a review of the operation of and the costs associated with The Reading Room.

The Trustees are meeting with the café volunteers on Friday, 7 September and with the other volunteers on Monday, 10 September to consult about the Reading Room.

9. Beer Festival

The Beer Festival will run from Friday, 28 to Saturday, 30 September, the arrangements for which have been received from the organisers.

10. WW1/Poppy Room

The WW1 and The Barlow display boards are to be used at the Heritage Open Weekend to be staged at St. Anne's Turton on Saturday, 15 and Sunday, 16 September 2018.

An event will take place on Saturday, 10 November in The Barlow main hall to mark the 'end' of WW1. The Poppy Room displays will be revived for a couple of weeks before that.

11. Letter to former Trustees

A further letter will be sent to the former Trustees requesting again the handover of organisational information held by them.

12. Fieldings Porter

The Trustees noted matters dealt with by The Barlow's solicitors.

13. Noise control – functions

There have been complaints from neighbours about noise emanating from events at The Barlow. A note will be sent to neighbours explaining that events will always end at midnight and giving contact details if there is a problem.

14. Letter Inviting user groups to nominate trustees

The final form letter to the user groups re nominees was agreed and will be sent out with a closing date for replies of 28 September. A copy is annexed to the Minutes.

15. Friends of The Barlow

The contact list is being updated and a social event is proposed later in the year.

16. Finances

The 2017 accounts queries from Hull Jady are almost complete. When the accounts are finalised an EGM will be convened at which the accounts will be presented for approval. They will then be sent to the Charity Commissioners.

The Trustees agreed to use the Xero accounts package at a cost of £22 plus VAT per month. The Trustees will write to Hull Jady detailing progress made in ensuring robust financial procedures.

17. Any other business

- The Trustees are chasing up utility bills from British Gas due to the account having been previously registered in a different name.
- The Chair has produced an update letter which will be put on the website and shared with the volunteers at the meetings today and Monday.
- As no information is available from the former Trustees re the HLF bid or resilience funding, the Secretary will write to HLF to request this.
- No details are held re the Barlow family, correspondence requested from the Parish Clerk and the former Trustees. A reply is awaited.

18. Date and time of next meeting

Friday 14 September 2:00 p.m.