

# **Barlow Charity Board of Trustees**

## **Minutes of the meeting held on 15 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)	Parish Council appointee
Glenys Syddall (GS) (for item 1)	Parish Clerk
Sally Houghton (SH)	Secretary

### **1. Composition of interim Board**

The Trustees appointed a Chair, Vice-Chair and Treasurer as above.

Information handover from the Parish Clerk (the former Barlow secretary) was agreed and thanks was given for her service over the past 11 years.

### **2. Apologies**

None received.

### **3. Declarations of interest**

None.

### **4. Matters arising**

The Chair will send a written communication to all volunteers thanking them for continuing their support with business as usual.

### **5. Additional Trustees**

A letter is to be sent to all user groups asking for nominations to act as Trustees in accordance with the 2000 Scheme under which up to four Trustees may be appointed.

### **6. Statement re progress so far on handover**

The Trustees discussed bank account signatories, record keeping, staff payroll and the handover of information from former Trustees. As at the date of the meeting no information has been received from the former Trustees.

### **7. Accounts: Report from meeting with Hull Jady**

CW, SD and MS reported on their meeting with Claire Jady of Hull Jady accountants. The meeting covered 2017 Accounts, 2018 Accounts and action to be taken in respect of the outstanding VAT issue.

## **8. Liaison with Charity Commission**

The Parish Clerk will update the Charity Commission website with the details of the new Trustees.

CR will write to the Charity Commissioners with an update.

## **9. Collaborative agreements**

The Trustees noted the draft collaborative agreements with the Cricket Club and Bowling Club.

## **10. Publicity and marketing, including digital**

SD updated the trustees. Work is at an early stage but is moving forward. Volunteers have come forward to do work on publicity and marketing. Work will be on a team-based approach.

## **11. IT infrastructure**

CW gave a report to the Trustees. CW to meet with the system administrator to get access to The Barlow IT system.

## **12. Any other business**

- The Trustees discussed terms of reference for the group set up to consider the implications for The Barlow of limited liability status and related options.
- A future meeting will consider fund raising; this could be grants, sponsorship or general fund raising activities.

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

Friday 24 August at 9:30 a.m. at The Barlow.