

Barlow Charity Board of Trustees Minutes of the meeting held on 18 September 2018

Present:

Stephen Danks (SD) Vice-Chair	Parish Council appointee
Colin Rigby (CR) Treasurer	Elected member
Mark Sutherland (MS)	Parish Council appointee

In attendance:

Sally Houghton (SH)	Secretary
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1. Introductions and apologies

Christine Waring, Daniel Wild, SD took the Chair.

2. Declaration of interests

None

3. Minutes and action points from 14 September 2018 meeting.

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

4. Matters arising not covered on this agenda

None.

5. Finances

Further to an inquiry from Hull Jady, a letter has been sent by way of reply with reassurances as to financial processes and procedures.

The Charity Commissioner has also sought reassurances that appropriate procedures are in place for the 2018 accounts and a reply will be sent by their deadline.

Access to bank accounts is an ongoing issue due to lack of handover from previous Trustees/signatories. Relevant documents have been sent to the Co-op and Barclays to seek to effect the change of signatories.

6. Roof repairs

Awaiting the contractor to attend site.

7. Cricket Club and Bowling Club leases

The review of both leases is ongoing.

8. Heritage Lottery Fund

Some documents about the HLF bid are available on The Barlow website. These have been passed onto Proffitts CIC who are also advising on fund raising avenues.

HLF will be contacted to request access to documents relating to The Barlow resilience funding given the lack of handover information provided by the former Trustees.

9. Reading Room

The Steering Group is reviewing the operation of the coffee shop especially around stock ordering and stock levels.

Information will be included in the school newsletter advertising business as usual at the coffee shop.

10. Charity Commission letter

A response answering all the Charity Commissioner's queries will be sent by the Monday deadline.

11. Legacy issues

Various legacy issues have been identified which need to be progressed. These have varying degrees of urgency The Trustees are keeping under review a log of these issues and the actions taken to address these.

12. Further or solicitor's letter to former Trustees

A further letter will be sent to the former Trustees requesting handover of information within 14 days.

13. Letter to neighbours

A letter will be sent to Barlow neighbours introducing the new Trustees and explaining the measures to control noise at evening events including a confirmation that the terms of the license will be complied with *viz* no more alcoholic beverages will be served after 11 p.m.

14. Communication with volunteers

Some decisions taken at Trustee meetings need to be communicated to the volunteers in advance of the minutes being available. The Secretary will therefore e-mail all the volunteer group leads after the meeting if any matters need to be communicated immediately.

15. Email communications

The Trustees agreed that organisational email should be used for official business.

16. St Anne's Turton Heritage Open Weekend

The Trustees agreed that The Barlow would be involved in future events at St. Anne's including sending a representative from the Trustees. MS attended on 16 September 2018.

17. Pantomime

Arrangements for the 2018 event are ongoing.

18. Any other business.

- User group nominations – One nomination has been received from the user groups.
- Barlow solicitor – Letter to be sent requesting information about ongoing issues and copies of instructions provided by the former Trustees.

- Limited liability working group – The group is clear on their mandate from the Trustees as provided by MS with the blessing of the Trustees and will report by 31 October 2018.
- Flag pole – The flying of the Union Flag and the St. George's flag to be considered even if initially just at weekends. A volunteer would be needed to raise and lower the flag accordingly.

19. Date and time of next meeting

Friday 28 September 2:00 pm