

Barlow Charity Board of Trustees

Minutes of the meeting held on 28 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 Skype conference)	Parish Council appointee

In attendance:

Sally Houghton (SH)	Secretary
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1. Introductions and apologies

Daniel Wild

2. Declaration of interests

None

3. Minutes of 18 September 2018 meeting

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

4. Matters arising not covered on this agenda

Item 17 Pantomime – the black painted room in the basement has been allocated as a storage space for pantomime costumes and props.

5. Finances

Hull Judy has sent an update letter covering 2017 accounts, 2018 records and VAT. Finance matters will be covered in a subsequent meeting.

The approval of new bank account signatories is still ongoing. Hull Judy has supplied a letter for the banks conforming the names of the Trustees.

6. Roof repairs

Awaiting the contractor to attend site. M. King is keeping under review.

7. Cricket Club lease and development and Bowling Club leases

This is under review by the Trustees.

8. IT policy

The draft has been circulated for comment.

9. Review of pricing structure and damage deposit/bond

CW will ask the volunteers to be involved in a review of the pricing structure.

10. Correction to Chair's update

In the last Chair's update, the balance quoted for the FOTB restricted account was an inadvertent error. This will be corrected in the next update.

11. User group nominations

To date there have been some nominations and the process to make appointments is under active consideration.

12. Reading Room

The free slice of tea loaf day was very well received with footfall greatly increased on that day. The event had been publicised on the website and Facebook and fliers were given out at the school.

The Trustees extend their sincere thanks to the Steering Group for an excellent job. The Group has increased turnover and footfall whilst reducing overheads and other costs. The Group is revising the menu and pricing structure and is considering a "Family Friday" event.

13. Charity Commissioner's letter

The Charity Commissioner had initially expressed concerns about The Barlow and requested a range of information. The Trustees responded to the Commissioner's concerns by the due date of 24 September 2018. The Commissioner is satisfied with the current governance arrangements for The Barlow and that legacy issues are being properly addressed. The Commissioner is satisfied that their involvement can now be concluded and have closed the case.

14. Corporate image/logo

Following comments from a number of people it has been decided to revert to the original logo.

15. Friends of The Barlow

A social event for the FOTB is being organised for 9 November 2018. The inadvertent error re the balance on the Friends' account will be corrected in the next Chair's update.

16. Stage backdrop

Liz Waller is arranging for a new backdrop for the stage. This must comply with fire safety regulations.

17. Any other business

None

18. Date and time of next meeting

Monday 1 October at 12 noon.