

Barlow Charity Board of Trustees

Minutes of the meeting held on 9 October 2018

Present:

Christine Waring (CW) Chair	Parish Council appointee
Stephen Danks (SD) Vice-Chair	Parish Council appointee
Mark Sutherland (MS) (by telephone conference)	Parish Council appointee

In attendance:

Sally Houghton (SH)	Secretary
---------------------	-----------

1. Introductions and apologies

Daniel Wild, Colin Rigby

2. Declaration of interests

None

3. Minutes of 1 October 2018 meeting

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

4. Matters arising

From AOB – There have been comments from users about the value for money of some of the bar items especially re the quality of the wines offered. The Trustees will consider the running of the bar and whether a manager is required to be hired.

5. Finances – meeting with Hull Judy

CW and SH to meet with Hull Judy this afternoon. A report will be made after the meeting.

6. Cricket Club lease and development

The Chair met with a representative from the Cricket Club on 1 October. The meeting was friendly and future collaboration is the aim.

7. Draft letters

The Trustees agreed various items of correspondence to be sent by the Secretary on their behalf.

8. Financial procedures

The Trustees agreed that they would put in place a system of delegated financial authorities. This will give a clear system for the prior authorisation of expenditure. Group Leads may be given a delegated budget that they are authorised to spend on their area of responsibility without having to revert to the Trustees each time. This will be discussed with the Group Leads.

The Treasurer will agree an appropriate way to deal with expenditure by the Group Leads.

9. School liaison

CW has contacted the Governors of the local Primary School to look at opportunities for further co-operation.

10. Any other business

- Food safety certificate – The recent health and hygiene inspection has resulted in the food safety certificate being downgraded from 5 to 4 on the basis that food handling procedures are not of a high enough standard. This needs to be remedied. The Trustees agreed that in future no food will be handled by anyone who does not have the requisite food hygiene certificate.
- Trustee meetings – the Trustees agreed that the weekly meetings will alternate; week one for strategic issues then week two for operational matters.
- The Trustees extended their thanks to the Folk Club for their continuing support. CR will ask to attend a Folk Club meeting to give thanks formally in person.
- Locks – A new lock has been put on the Parish Clerk's office. A digipad will be put on the office door. Because of the layout of the doors, it is not possible to put shutters on the side door so upgraded locks will be reconsidered.

11. Date and time of next meeting

Monday 15 October 9:30 am strategy meeting