

## **Barlow Charity Board of Trustees Minutes of the meeting held on 8 November 2018**

### **Present:**

Christine Waring (CW) Chair	Parish Council appointee
Stephen Danks (SD) Vice-Chair	Parish Council appointee
Martin Smith (MRAS)	User Group nominee
Daniel Wild (DW)	Elected member

### **In attendance:**

Sally Houghton (SH)	Secretary
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#### **1. Apologies for absence**

C Rigby, P Russell, M Sutherland

#### **2. Declaration of interests**

None

Trustees are asked to complete the declaration of interests form.

#### **3. Minutes from 23 October 2018 meeting.**

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

#### **4. Matters arising**

3 Action points – The Parish Council may be able to take responsibility for raising a flag at the Barlow on certain special days in the calendar. This has been put to the Parish Council for consideration.

15 October 2018 8 User Group nominations – It was noted in error that the nomination from the Horticultural Society had been withdrawn. It is in fact in abeyance.

#### **5. Trustee nominations**

There were originally five nominations; one of these is in abeyance (Horticultural Society) as noted above. The Trustees made three appointments but one appointee later withdrew due to a conflict of interest. As the situation originally giving rise to a conflict is now resolved, the nominee will be asked if she is still interested in the role.

A further nomination may be made by the Parish Council and this will be considered at the next meeting.

#### **6. Response to Bowling Club request for permission to re-develop**

The response to the Bowling Club agreeing to their proposed development subject to the negotiation of a revised lease was delivered on 24 October 2018.

At the date of the meeting, there has not yet been any response.

As soon as the independent valuation of the Bowling Club has been received, considered and approved by the Trustees, the Bowling Club will be approached for a meeting to discuss the terms of a new lease.

## **7. Response to Cricket Club request for permission to re-develop**

The response to the Cricket Club agreeing to their proposed development subject to the negotiation of a revised lease was delivered on 24 October 2018.

When the valuation has been received, considered and approved by the Trustees, the Cricket Club will be approached for a meeting to discuss the terms of a new lease.

The Cricket Club has asked for information about the valuation.

## **8. HLF/Proffitts CIC**

Certain Trustees have sent their comments on the HLF documents to CW. CW to prepare a brief response to Proffitts CIC. CW will speak to Proffitts on 9 November 2018.

No reply has been received from HLF re the request for information.

## **9. Finances**

The change of the bank account signatories is ongoing. The Treasurer will follow up.

CW circulated financial procedures for events covering costings, profits etc. and how any profits, if generated thereby, will be used.

There is now the beginnings of a finance team drawn from the office volunteers.

## **10. Bar and bar manager**

Sarah Lobleby has agreed to kindly act as bar manager for an interim period of six months.

The Reading Room is performing well under the Steering Group with costs and wastage reduced. The Steering Group will report to the Trustees at the end of the month with a suggested strategy for the future operation of the Reading Room.

Notice has been given by the Trustees on the leased coffee machine; the term ends on 9 January 2019. The Trustees will investigate the outright purchase of the current machine.

## **11. IT management**

A volunteer Nicky Barlow (NB) has agreed to act as Webmaster for The Barlow and will oversee The Barlow email and information store. NB will review the current provision IT provision and make a report to the Trustees. Nick Kernick will be asked to maintain his involvement in a help desk role.

## **12. Spot On Productions**

The Spot On productions are useful events; they encourage community use of The Barlow and help fulfil our charity aims. There is a small financial risk involved but this is offset by income from the bar and is considered acceptable.

The Events Team will be asked to look at the Spot On productions and liaise with the organiser. The productions will be trialled through 2019 overseen by the Events Team and a nominated Trustee.

### **13. Insurances**

MRAS has produced a report on insurances.

There is a query as to insurance for events and user groups. The Trustees have asked for clarity as to the scope of the current insurance cover. MRAS will follow this up.

### **14. Information requirements from Fieldings Porter**

Fieldings Porter has supplied a copy of the CIO as drafted by them upon instructions from the former Trustees. This can be compared to the version on the website to see what changes may have been made.

### **15. Any other business**

- Logistical issues may arise when both the Main Hall and the Reading Room have been booked on the same date as the Main Hall users may wish to use the bar. If there is a private event in the Reading Room this needs to be signed as such. It needs to be made clear to users of the Main Hall that if they wish to use the bar they must book the Reading Room as well.
- MRAS raised a query about the responsibility for maintenance of the estate and surrounding woodland. As this is part of the Barlow Charity's estate, the Trustees are responsible. Some of the trees in the woodland are, and may in the future be, subject to tree preservation order(s). Grants are available for the development of woodland.

The Parish Council will be asked if, in the short term, they would be prepared to deal with any major maintenance issues relating to the woodland.

- MRAS is looking at the licences for music and performances.

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

Monday 19 November 2018 at 10:30 a.m.

Thursday 6 December 2018 at 7:00 p.m. (TBC)