

Barlow Charity Board of Trustees

Minutes of the meeting held on 19 November 2018

Present:

Christine Waring (CW) Chair	Parish Council appointee
Stephen Danks (SD) Vice-Chair	Parish Council appointee
Colin Rigby (CR) Treasurer	Elected member
Peter Russell (PR)	User Group Nominee
Martin Smith (MRAS)	User Group nominee
Mark Sutherland (MS)	Parish Council appointee
(by telephone conference)	

In attendance:

Sally Houghton (SH)	Secretary
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1. Apologies for absence

D Wild

2. Declaration of interests

PR is a member of the Bowling Club Committee.

3. Minutes from 8 November 2018 meeting.

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

4. Matters arising

3 Action points – The new safe has been delivered to the office at the Barlow but has not been set up yet.

8 HLF – A designated Trustee needs access to the HLF portal.

10 Bar and bar manager – SD has investigated the purchase of the existing leased coffee machine but this proved to be very expensive £2,492. A new machine can be purchased for less at £1,200 to £1,500.

13 Insurances – MRAS has met with A Spencer and has a note of what is covered by the existing policies.

5. Constitution and CIO report

The report has been received from the Steering Group. The Trustees extend their sincere thanks to the Steering Group for their work in producing a useful and informative report.

The Trustees are meeting J Richardson and up to five other representatives from the Steering Group on 29 November 2018. J Richardson has proposed an agenda and this was accepted by the Trustees.

The Trustees agreed to compile a list of questions for consideration and discussion at the meeting on 29 November 2018.

6. Public meeting re the CIO

The Trustees will need to undertake public consultation on any changes to the legal constitution of The Barlow. This may be done via the website and/or other media. A public meeting will be held after a suitable consultation period. Once the Trustees have duly and fully considered any feedback as a result of the consultation period, the Trustees will be better placed to indicate a preferred option going forward with reasons.

Due to the importance of the legal status of the Barlow and the implications of the Steering Group's report for the future of the Barlow, such public consultation will be undertaken separately from the AGM

7. Cricket Club and Bowling Club leases

The valuation report is available and has been distributed to the Trustees. The Trustees proposed various options to progress the negotiation of leases.

It was agreed that separate meetings would be set up with the Cricket Club and Bowling Club to discuss the terms of the new leases including rental levels.

8. The Barlow direction/structure

To date, the Trustees have been too busy firefighting post the AGM to have time to fully consider a future direction or strategy for The Barlow. A future strategy would cover areas such as priorities and how and where the Trustees choose to employ funds. Short term priorities are the 2018 accounts and the Reading Room.

A mission statement will need to be developed linking all the activities. A mission statement is required in any case for most funding applications.

Such a mission statement needs input from all stakeholders should be acceptable to the volunteers and wider public.

9. IT update

Deferred to the next meeting.

10. Finances

The bank account signatories are almost in place.

VAT payment on account to HMRC is a priority and will be made by the end of November 2018.

2018 accounts – bills are being paid and proper records kept. The 2018 accounts will be closed and published as soon as possible after the end of the financial year.

2019 accounts – as proper records will be kept from day one a monthly finance report will be made to the Trustees and summary information provided to the volunteers on a monthly basis.

11. Trustee nominations

A proposed letter to user groups seeking more nominations has been drafted. The Trustees agreed that this would not be sent until there had been further consideration of the categories A to D.

12. General maintenance

Some of the volunteers are eager to start to paint the small vestibule at the front of The Barlow to improve the public face. The Trustees are supportive of this initiative in principle but the volunteers will be asked to wait as there are Health and Safety issues which need proper consideration.

13. Any other business

- The FOTB event included people who used to be FOTB but had withdrawn. They were invited with the aim of encouraging them to sign up again. The Trustees will consider ways to increase numbers and communicate more regularly.
- The WW1 event on Saturday, 10 November 2018 was a very well attended and well run event. Success stories are recognised on Facebook but not on The Barlow website. Consideration will be given to how this could be done.
- CW suggested that the Art Group could supply designs for use as a Christmas card for FOTB and as cards for sale. The Art Group presented a number of art works for consideration.

14. Date and time of next meeting

Tuesday 27 November 10:30 a.m. in the IT room

Thursday 29 November 7:00 p.m. in the Library (Meeting with Steering Group)

Thursday 6 December 7:00 p.m. in the Library