

Barlow Charity Board of Trustees

Minutes of the meeting held on 27 November 2018

Present:

Christine Waring (CW) 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) (by telephone conference)	Parish Council appointee

In attendance:

Sally Houghton (SH)	Secretary
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1. Apologies for absence

D Wild, S Danks

2. Declaration of interests

PR is a member of the Bowling Club Committee.

3. Minutes from 19 November 2018 meeting.

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

4. Matters arising

Action point 3 – Access to HLF portal. SH now has access to the HLF portal. All documents there have been downloaded and stored on the Trustees' drive.

5. Strategy for the meeting with the Steering Group

In order to maximise the value of the meeting with the Steering Group on 29 November 2018, it will be useful if the Trustees have a prepared set of questions on issues where clarification may be needed. All Trustees agreed to consider this and send questions to the Secretary by 5 p.m. on Wednesday 28 November 2018.

6. Cricket Club and Bowling Club Leases

Both clubs have been invited to a meeting to discuss the terms of the new leases and the independent valuation report has already been shared with them.

7. The Barlow direction/structure

SD and SH have circulated past versions of a mission statement/vision. SH has circulated some old organograms.

All Trustees are asked to consider CW's paper future direction/structure presented at the last meeting and let CW have any comments by Monday, 3 December 2018.

8. IT update

Nicky Barlow (NB) is now acting as The Barlow Webmaster and has produced a paper outlining the use of the website, Facebook and other digital platforms. NB is also looking at IT security and is checking that the office PCs have anti-virus protection.

Website hosting is currently via Red-Fern Media. There is an annual fee and a charge for making any changes to the website. The current contract expires at the end of July 2019. After working with NB, a decision about future hosting will be made taking into account notice periods and ownership of domain names as well as information currently held on the website.

9. Financial procedures

SH produced some Trustee level financial procedures in 2017. CW will revise to reflect current arrangements and circulate for comment. The procedures will be discussed at the next meeting.

10. Arrangements for replacing the Reading Room coffee machine

The lease on the coffee machine expires on 9 January 2019. M Lees and G Whalley have been investigating alternatives.

11. Friends of The Barlow

L Spencer has agreed to act as administrator for the FOTB scheme for a period of three to six months with immediate effect. The FOTB finances must be kept separately from other funds. The Trustees will consider ways to increase membership. Information is to go into the "Spire" Church magazine and the school newsletter. An "advertisement" on The Barlow website is being considered.

A FOTB representative on the Board was considered. The revisions to the Constitution proposed by the Steering Group would include a FOTB representative as a Trustee. In the meantime, MRAS will act as a contact point for FOTB.

12. Finances

The bank account signatory's change is still ongoing. Progress has been made with Barclays but the Co-op have requested further information.

A cheque for the past VAT due has been sent to Hull Judy today.

CW is working with a group of volunteers to file all the 2018 transactions into Xero and this should be completed by the end of December. The 2018 accounts will be finalised as soon as possible after the end of the financial year.

In 2019, there will be regular financial reporting to Trustees and Group Leads.

13. Trustee nominations

The current categories of user groups is not ideal but will continue to be adopted until the constitution is revised. Categories A and C already have representatives so a letter requesting nominations will be sent to the user groups in categories B and D.

14. Any other business

- The Office Manager has a suite of procedures for the use of the Office staff.
- MRAS is pursuing the status of the music licence.

15. Date and time of next meeting

Thursday 6 December 2018 7:00 p.m.