

Barlow Charity Board of Trustees Minutes of the meeting held on 6 December 2018

Present:

Christine Waring (CW) Chair	Parish Council appointee
Stephen Danks (SD)	Parish Council appointee
Colin Rigby (CR) Treasurer	Elected member
Peter Russell (PR)	User Group Nominee
Martin Smith (MRAS)	User Group nominee
Daniel Wild (DW)	Elected member

In attendance:

Sally Houghton (SH)	Secretary
Penny Clissold (PC) for item 8	Reading Room Steering Group
Joyce Danks (JD) for item 8	Reading Room Steering Group

1. Apologies for absence

L Jeffries, M Sutherland

2. Declaration of interests

SD's spouse is a member of the Reading Room Steering Group

PR is a member of the Bowling Club Committee

3. Minutes from 27 November 2018 meeting.

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

4. Matters arising

13 Trustee nominations – Secretary to circulate letter requesting nominations to the user grouping with no current nominated trustee. Deadline of 15 January to be set for replies.

5. Cricket Club and steering group issues

Cricket Club

After the presentation from the Steering Group on 29 November the Trustees requested a meeting with the Cricket Club (CC) in order to seek reassurance about the funding and VAT issues pertaining to the new build.

The meeting with representatives of the CC took place on Wednesday 5 December. John Richardson and Robert Downie also attended.

During the meeting with the CC representatives there was open communication and the Trustees were informed about the funding arrangements for the build. The Trustees were reassured that there was no risk to the Charity. The meeting was productive and the Trustees appreciate that first steps have been taken to establishing an ongoing dialogue with the CC.

A meeting with the Cricket Club about a new lease is planned for Monday 10 December.

Limited Liability Steering Group

There was a Q&A session between trustees and representatives of the Steering Group on Wednesday 29 November. The main issues arising from the report and meeting were:

- the case for a trading arm for the Barlow; and
- possible changes to the constitution.

Decisions about how to progress these issues and the timing and nature of the public consultation will be taken in the New Year.

Bowling Club meeting

The Trustees will meet with the Bowling Club in the New Year to discuss the terms of a new lease.

6. Insurances

The Charity's insurance company has requested updated financial and other information about The Barlow. MRAS is liaising with A Spencer to provide this.

Issues re the insurance cover for user groups and hirers will be dovetailed with the results of the report into room rates.

7. Report by the Reading Room Steering Group

Joyce Danks and Penny Clissold from the Reading Room (RR) Steering group joined the meeting to present and discuss their report that had been previously circulated to the Trustees. The Trustees thanked JD and PC for their hard work both in preparing the report and in taking over the management and running of the RR. The Trustees noted that feedback had been good and that thanks is due to all who have helped achieve the considerable progress made in three months.

During discussion the following points were noted.

- "Specials" have been developed and work well.
- Biscuits made in The Barlow kitchen have been very popular and have increased the coffee sales. In future home baked goods will be an asset.
- RR now feels good and is a nice place to be. It is now seen as a community hub. Volunteers now want to help and there are plans to make cakes in the kitchen subject to the right equipment being available. A strength of RR is that it has disabled access.
- Part of the development plan will be to establish where RR sits in the village community. It is not intended to operate in competition with any established business in the village and will have a different offering. The community centred use offers something that established businesses do not.

The Trustees thanked JD and PC and they withdrew from the meeting.

8. Coffee machine

Plans for the replacement of the coffee machine are ongoing.

9. Car park hire

The BBC used the car park over the weekend of 1-2 December whilst filming at Turton Tower. The use was agreed in advance and a fee charged of £400 plus VAT

10. Financial procedures

Defer to next meeting.

11. Finances

£7000 was raised in November from events.

Trustees now have online access to the bank accounts.

A cheque for the historic VAT has been sent to Hull Jady and the 31 October VAT return has been submitted.

12. Any other business

- Funding

There are three possible sources of funding for the works on the roof; an increase in the Parish Precept, a public works loan from BwD or funding from other agencies. All funding routes will require a proper tender/quotations process.

- Sponsorship

It may be possible to approach local businesses or individuals to ask them to sponsor The Barlow.

- Strategy and direction

A sub group comprising CW, PR and SD will consider how best to formulate a strategy and direction for The Barlow. It will report back at the end of January.

13. Date and time of next meeting

Thursday 20 December 2018 9:30 a.m.

Thursday 10 January 2019 7:00 p.m.

Friday 18 January 2019 3:00 p.m.