

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

Paragraph 13 (Trustee nominations) – Secretary to circulate letter requesting nominations to the user groups with no currently nominated trustee. Deadline of 15 January 2019 to be set for replies.

5. Cricket Club and steering group issues

Cricket Club

After the presentation from the Steering Group on 29 November 2018, the Trustees requested a meeting with the Cricket Club (CC) in order to seek reassurances about the funding and VAT issues pertaining to the new build of the Pavilion.

The meeting with representatives of the CC took place on Wednesday 5 December 2018. 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 new build. The Trustees were reassured by the CC that there was no risk to the Barlow. At the meeting the Trustees appreciated and noted that first steps have been taken to establishing a constructive dialogue with the CC.

CW has circulated a note of the meeting to the attendees.

A further meeting with the CC representatives about the terms of a new lease is planned for Monday 10 December 2018.

Steering Group

There was a Q&A session between trustees and representatives of the Steering Group on Wednesday 29 November 2018. The main issues arising from the report and meeting are:

- the case for a trading arm for the Barlow; and
- possible changes to the Constitution/2000 Scheme.

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

Bowling Club meeting

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

6. Insurances

The Barlow'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 on room rates.

7. Reading Room report

Joyce Danks (JD) and Penny Clissold (PC) 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 volunteers who have helped achieve this.

During discussion the following points were noted:

- "Specials" have been developed and work well.
- Biscuits made in the Barlow's 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 has a convivial atmosphere. It is now seen as a community hub. Volunteers wish 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 focus. The community centred nature of the RR offers something that established businesses do not.

The Trustees thanked JD and PC who then 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 2018 whilst filming at Turton Tower. The use was agreed in advance and a fee charged of £400 plus VAT.

10. Financial procedures

Deferred to the next meeting.

11. Finances

£7,000 was raised in November from events.

The Trustees now have full access to the bank accounts as the new signatories have been registered and CW has a debit card for the Barlow's account.

A cheque for the backdated VAT has been sent to Hull Jady for on forwarding to HMRC and the 31 October 2018 VAT return has been submitted to HMRC.

12. Any other business

- Funding

There are three possible sources of funding for the works on the roof:

- i. an increase in the Parish Precept;
- ii. a public works loan from Blackburn with Darwen Council; and/or
- iii. funding from other agencies (not HLF).

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 consider sponsoring the Barlow.

- Strategy and direction

A sub group comprising CW, PR and SD will consider a strategy and direction for the Barlow and 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.