

**Barlow Charity Board of Trustees**  
**Minutes of the meeting held on 20 December 2018**

**Present:**

Christine Waring (CW) Chair	Parish Council appointee
Stephen Danks (SD) Vice-Chair	Parish Council appointee
Colin Rigby (CR) Treasurer (for items 1-4, 6, 10 and 12)	Elected member
Lynn Jeffries (LJ)	Parish Council appointee
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
---------------------	-----------

**1. Apologies for absence**

D Wild

The Chair welcomed LJ to her first meeting.

**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.

MRAS has a share in the Cricket Club.

**3. Minutes from 6 December 2018 meeting.**

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

**4. Matters arising**

4 Matters arising – A request for user groups to nominate a Trustee has been circulated; to date there has been one nomination from the Luncheon Club. The closing date for nominations is 15 January 2019.

12 Any other business – Funding – In order to progress the public works loan for the roof works Blackburn with Darwen Council will need three years' accounts. The process for application for a loan will take three to six months. The Trustees agreed that CR start the process with Blackburn with Darwen Council to arrange the loan.

**5. Room hire report**

In October Moira Lees (ML) was asked to review and produce a report on room hire rates as these often varied from the agreed rates table. ML has now produced a report which has been circulated to the Trustees. Comments from Lesley King on the report were also considered.

The Trustees extend their thanks to ML for a professional and well scoped report and to LK for her comments.

The Trustees accepted the recommendations made in the report and will work with The Barlow office on the best way to implement these.

## **6. Reading Room coffee machine**

SD had circulated a report to the Trustees with options from five suppliers to lease and/or buy. The Trustees agreed that a lease option is the best way forward. The key is the level of service required when a repair is needed.

SD recommended option 5; a leased barista coffee machine package from Café Fair Trade as the company had been the most supportive and helpful. The Trustees felt that The Barlow should support the Fair Trade movement as it fits with the aims and ethos of the charity. The use of Fair Trade products is also a marketing advantage.

The Trustees agreed to lease a barista coffee machine package from Café Fair Trade. There is a substantial cost saving over the previous package.

## **7. Ticketsource**

The Trustees received a report from L Spencer (LS) on the use of Ticketsource. The advantages of this are control, financial housekeeping, no cash transactions and no issues with purchase or collection of tickets at the door.

The Trustees agreed that the following.

- All ticket sales will be exclusively on line via Ticketsource.
- This will be effective from 1 February.
- The booking fee will be paid by the purchaser on top of the face price of the ticket. (This ensures that legal requirements on the disclosure of booking fees are complied with.)
- The Office staff can book on line for users but will add the booking fee to the cost.

As a future development it will be useful to have room plans so that specific seats can be booked.

## **8. Leases**

Two meetings had been held with the Cricket Club (CC) and a more cooperative relationship has been established. An annual lease rental has been agreed and VAT issues clarified. CW and PR are drawing up a draft lease for the CC using the current lease as a basis. MS will review the draft.

The Bowling Club lease will be looked at again after the Bowling Club AGM.

## **9. Funding/Sponsorship**

CR is pursuing the public works loan with Blackburn with Darwen Council and talking to the Parish Council about the possibility of an increase in the parish precept. Both these need up to date quotations and Mike King has this in hand. Contractors will be asked to update their quotes.

A meeting is planned in January with Proffitts Investing in Communities.

CW and DW are meeting in the New Year to identify potential sponsors of The Barlow.

The Cricket Club (CC) have secured funding from Viridor for new nets and equipment. The funds will be channelled through the Charity as the Charity is the applicant for the funds. CW and CR have met with CC and Viridor. A new restricted

fund account will need to be opened ring fenced to CC. CW and LJ will discuss protocols for signatories on the new account.

## **10. Financial procedures**

CW had circulated some Trustee level financial procedures that had been drawn up in 2017 when a General Manager was in post. These had been revised to refer to Treasurer rather than General Manager. With some minor revisions to be made the Trustees accepted the financial procedures.

## **11. Communications from Trustees**

The Trustees publish minutes to their meetings and the Chair gives periodic updates but there is continuing unease about levels and effectiveness of communications. In order to aid communications a link Trustee will be allocated to each operational area. Group Leads will then have a named person to contact in case of queries. The link Trustees are:

- H&S - MRAS
- Facilities – MRAS
- Events – PR
- Reading Room and Bar - CW until 31 January then LJ
- Office – CW
- Marketing/Publicity – SD

## **12. Finance update**

CW updated LJ on the lack of financial records for 2018 left by the former Trustees and the progress that had been made to correct this. By the end of January 2019 the 2018 accounts should be completed and ready for the independent examiner.

The Trustees extend their thanks to Lesley King for her development and implementation of the Xero system and Chris Ryan for inputting the backlog of purchase records

CR gave an update on the financial position.

- The finances are on a reasonable footing with all payments up to date.
- The balance on the operational fund has increased from £12k to £15.5k.
- Funds were transferred from the reserve account to cover the VAT due on prior years. Funds will be moved back at some stage.
- The Trustees need to tighten up on the financial arrangements made for events.
- The biggest ongoing cost is the Reading Room staff. Staffing levels and opening hours are under review.
- The insurance renewal premium needs to be paid before the end of the year.

Insurances are an ongoing issue where the Trustees need more information including premiums year on year. MRAS to ask A Spencer for sight of all documentation and to develop proposals re insurances.

## **13. P Grundy H&S report**

The Trustees thanked P Grundy for his report. Issues to be followed up include:

- Trustee training;
- Car park;
- Contractor response re unsatisfactory repair to roof.

#### **14. Any other business**

- Steering Group – CW is to produce a summary of the SG report to be published on the website.
- MRAS and PR are to look at the existing constitution and highlight required changes. These will need to be ratified at the AGM.
- Trading arm – the issue of the trading arm is separate from revisions to the constitution. A sub-group has been set up to consider this. A decision to set up a trading arm would need to be ratified at an EGM after proper consultation. Decisions will need to be made about the process of consultation. The sub-group meeting will be the starting point for these decisions. Recommendations made by that group will inform the consultation process to be established.

The sub-group is asked to consider timescales, mechanics of implementation, cost, professional advice needed.

- Christmas closure – Closure of the Barlow over Christmas was discussed. It was agreed unanimously that the initial decision to close the building for two weeks (24 December 2018 to 6 January 2019) apart from for pre-booked events should stand.
- Booking form – MRAS to liaise with ST, PG, DR and AW to amend booking form and redraft booking form supporting T&Cs.
- Cricket Club (CC) – CW to approach CC to agree a list of CC charitable activities which interrelate with the Barlow Charity.
- Safeguarding policy – CW to check if one exists. Meanwhile, PR to find Bowling club policy and see if we can adapt that to Barlow use.

#### **15. Date and time of next meetings**

Thursday 10 January 2019 7:00 p.m.

Friday 18 January 2019 3:00 p.m.

Tuesday 22 January 2019 4:00 p.m. Sub-group to consider trading arm (DW/PR/CR/MRAS)