

**Barlow Charity Board of Trustees**  
**Minutes of the meeting held on 18 January 2019**

**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

**In attendance:**

Sally Houghton (SH)	Secretary
Mike King (for item 5)	

**1. Apologies for absence**

Lynn Jeffries, Mark Sutherland, Daniel Wild

**2. Declaration of interests**

PR is a member of the Bowling Club Committee.

MRAS has a share in the Cricket Club.

**3. Minutes and from 10 January 2019 meeting.**

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

**4. Matters arising**

None

**5. Roof repairs – Mike King in attendance**

Mike King (MK) updated the Trustees on the progress towards the roof repairs. The next steps are to secure sources of funding and to work with Blackburn with Darwen planning and conservation officers to establish the constraints on the works. When these are in place a tender process for the works can be undertaken.

The earliest the work could start is Spring 2020 and would take about 26 weeks. The building may be used during the works but at times there will be restricted access to certain areas. The work will affect income generating activities but must be done.

**6. Room hire and insurance**

The Trustees received guidelines from insurers about when room hirers should be expected to provide their own insurance and where they could rely on The Barlow's insurance cover.

These requirements will be incorporated into the booking form.

**7. Trustee nominations**

Two nominations have been received one from the Saturday Café and one from the Luncheon Club. Only one appointment can be made. The nominees will be invited to an informal meeting before a decision is made. This will ensure a fair process.

## **8. Leases**

The Cricket Club have been sent the draft lease but no response has been received. CW will contact the Cricket Club.

The Bowling Club lease is deferred pending decisions made at the Bowling Club AGM on 18 January.

## **9. Safeguarding policy**

The Trustees agreed to adopt the current Barlow safeguarding policy.

## **10. Funding/sponsorship**

Proffitts attended a meeting with Trustees to identify possible funders appropriate to the Barlow Charity. Jean Rigby was also in attendance. Four funders were discussed and accepted for initial first stage applications.

## **11. Finance update**

- All bills are up to date and paid and all transactions are being recorded in the accounts package to enable reporting.
- CR is reviewing utilities contracts. The gas contract expires in April.
- Work is ongoing to record financial transactions separately for the Coffee Shop and Bar.
- A contribution to overhead costs has been established for the Coffee Shop.

## **12. Reading Room staff contracts of employment**

There are now contracts and personal details forms in place for Coffee Shop staff.

The Barlow now has a register of casual work staff to be called on if required to work

## **13. Events schedule**

The Office has supplied an events schedule for February. The Trustees would like to see this for three months ahead.

## **14. Cleaning**

Cleaning is now an issue due to the increased footfall in the building. The Reading Room and toilets are the main problem. The toilets need to be cleaned on a daily basis. The cleaner will be asked if she can do additional hours.

## **15. Any other business**

- The respective roles of the Trustees and Group Leads will be discussed at a future meeting.

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

Thursday 7 February 2019 7:00 p.m. (L Spencer in attendance)