

## **Barlow Charity Board of Trustees**

### **Minutes of the meeting held on 7 February 2019**

#### **Present:**

Christine Waring (CW) Chair	Parish Council appointee
Stephen Danks (SD) Vice-Chair	Parish Council appointee
Colin Rigby (CR) Treasurer	Elected member
Lynn Jeffries (LJ)	Parish Council appointee
Peter Russell (PR)	User Group Nominee
Martin Smith (MRAS)	User Group Nominee

#### **In attendance:**

Sally Houghton (SH)	Secretary
Dave Enright (DE) (for item 1)	
Linda Spencer (LS) (for item 2)	

#### **1. ECRC artificial pitch proposal**

The Trustees received a presentation from David Enright, Chair of ECRC on the proposals to receive funding for an artificial pitch. The trustees encouraged ECRC to hold a public consultation on the plans.

#### **2. Presentation from Linda Spencer on The Barlow on line presence**

There are several strands to the on-line presence:

- Website
- Facebook
- Twitter
- Mail Chimp
- Ticketsource

Events are also publicised using event listing sites, posters and fliers. It may be useful to publicise the website on signage outside the building.

Keeping the on-line presence up to date is a very time consuming task. The Trustees were impressed with the scale and breadth of the work done and thanked LS for her hard work.

#### **3. Apologies for absence**

Mark Sutherland, Daniel Wild

#### **4. Declaration of interests**

PR is a member of the Bowling Club Committee.

MRAS has a share in the Cricket Club.

#### **5. Minutes from 18 January 2019 meeting.**

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

#### **6. Matters arising**

Item 11 Finance update – there needs to be a way to deal with the overhead contribution if the RR needs to close for any reason. CW, CR and SD will consider

protocols for the use and booking of the RR and treatment of the overhead contribution.

Item 15 Cleaning – additional hours have been agreed with the cleaner. Chris Ryan has agreed to fill in if the cleaner is not available.

The Trustees extend their thanks to Chris Ryan for a great job done in cleaning the building after the pantomime.

## **7. Report from sub-group to consider trading arm**

The sub-group met and has provided the Trustees with a record of their recommendations. The Trustees are taking further professional advice before making any decisions. Public consultation will be carried out only when the Trustees have received and considered the advice.

## **8. Report from sub-group to consider strategy and direction**

A meeting with volunteers is planned for 12 February.

## **9. Trustee nominations**

The Trustees agreed to appoint Kate Hopkins to the Board. Kate was nominated by the Saturday Morning Café.

Phil Grundy will take on an enhanced and defined health and safety role reporting to the Trustees.

## **10. It support from Nikki Barlow**

The Trustees agreed the production of a video of The Barlow at a cost of £250. The video would show community involvement and will be very useful as background information to support funding bids.

## **11. Reading Room staff holiday pay**

As per the staff contracts holiday pay for RR staff has been calculated and will be paid in the February pay run. A holiday pay protocol has been agreed. Holiday pay will be paid on a quarterly basis.

## **12. Leases**

Lease negotiations with the Cricket Club are ongoing. The Bowling Club lease has deferred until after decisions are made about the club house development.

## **13. Bowling Club development: the model**

PR gave a presentation to the Trustees on the proposed club house development.

In principle the Trustees are interested in the idea and encouraged EBC to investigate further.

## **14. Funding/sponsorship**

### **14.1. Proffitts Investing in Communities**

A proposal and quote from Proffitts has been accepted and they have started work to make preliminary bids to selected funders.

## **14.2. Bids for funding**

Proffitts are making initial bids to Viridor, Veolia, Tudor Trust and Big Lottery.

HLF have agreed that once the Trustees have a clearer picture of future aims HLF may be able to discuss plans further as part of the project enquiry service.

## **15. Finance update**

- All bills are paid and up to date.
- Processes and procedures have been changed to ensure a proper audit trail. A purchase ordering system has been put in place.
- RR staffing contracts are in place. Staffing levels have been reviewed and rationalised.
- The bar has a reasonable profit margin but could be improved. A full stock check is needed for the bar to inform future ordering.
- By the end of the month the Treasurer should have a good picture of RR income and expenditure. There is no significant risk to the charity.

## **16. Events schedule**

CW is working with Lesley King to produce a forward events schedule.

## **17. Insurance for roof refurbishment**

Defer until next meeting.

## **18. Any other business**

- The categories of user groups will be reviewed at the next meeting.
- The list of policies suggested by the Charity Commissioners will be reviewed at the next meeting.
- It has been suggested that there should be a magazine rack in the Reading Room.

### **ACTION 3**

CW to source magazine rack for Reading Room.

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

Wednesday 20 February 2019 10:30 a.m.

### Glossary:

EBC – Edgworth Bowling Club

ECRC – Edgworth Cricket and Recreation Club

HLF – Heritage Lottery Fund