

## **Barlow Charity Board of Trustees Minutes of the meeting held on 20 February 2019**

### **Present:**

Christine Waring (CW) Chair	Parish Council appointee
Stephen Danks (SD) Vice-Chair	Parish Council appointee
Colin Rigby (CR) Treasurer	Elected member
Kate Hopkins (KH)	User Group Nominee
Martin Smith (MRAS)	User Group Nominee

### **In attendance:**

Sally Houghton (SH)	Secretary
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### **1. Apologies for absence**

Lynn Jeffries (LJ), Peter Russell (PR), Mark Sutherland (MS), Daniel Wild (DW)

### **2. Declaration of interests**

PR is a member of the Bowling Club Committee.

MRAS has a share in the Cricket Club.

KH – a close family member is employed by the Cricket Club.

### **3. Minutes from 7 February 2019 meeting.**

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

### **4. Matters arising**

None

### **5. Limited liability status update/due diligence**

A group of Trustees met with The Barlow accountant to take advice about limited liability status. The accountant is taking further advice and will provide a written report. The Trustees will not take any further action until professional advice has been received.

### **6. Leases**

The Cricket Club lease is under discussion.

The Bowling Club lease is on hold awaiting their decision about Club House development.

### **7. Insurance for roof refurbishment**

Any contractors engaged for the work on the roof must have full and proper insurance cover in place. The Trustees may need additional buildings insurance cover for the duration of the works.

### **8. Roof repairs – quote for professional fees**

The quote for professional fees has been sent to Mike King (MK) for his comments. Discussion on this item deferred to the next meeting to give time to consider MK's views.

## **9. Feedback from meeting on strategy and direction**

The first meeting with volunteers took place on 12 February. There was a good attendance of about 25 and there was a lot of positive feedback.

A second meeting is will take place on 5 March and will discuss strategy and allocation of roles.

## **10. Volunteer Co-ordinator role**

The Trustees resolved not to put this role in place until decisions about structure and responsibilities have been made.

A volunteer recruitment day is planned for 23 March.

## **11. Rota for attendance at Group Leads meeting**

The Trustees agreed that one Trustee would attend each Group Leads meeting. The meetings are monthly on the second Monday of the month 6:30 p.m. to 8:00 p.m. MRAS will attend the next meeting on 11 March, LJ will attend the April meeting, KH the May meeting and CW in June.

## **12. Room booking clarification and new fees**

Broad decisions have been made re new fee levels and CW is working with Lesley King to implement these.

## **13. Funding/sponsorship**

Proffits have made initial funding bids to Viridor, Veolia, Tudor Trust and Big Lottery Fund.

The bid to Viridor has passed their stage 1 assessment and is proceeding to Stage 2.

Mike King (MK) has produced a useful document about the Public Works Loan. This will be considered at the next meeting and MK asked to attend.

## **14. User group categories**

The Trustees reviewed and agreed the user group categories. The list is below.

## **15. Policies suggested by Charity Commission**

The Charity Commission annual return process asks if the organisation has certain policies. The Trustees reviewed the list and agreed the following.

- Risk management policy – SH to produce draft.
- Investment policy – not required.
- Safeguarding policy – in place.
- Conflict of interest policy – CW has circulated draft.
- Managing volunteers policy – in place.
- Handling complaints policy – there has been one in the past; SD to look for this.
- Paying staff policy – not required.

## **16. Edgworth Cricket and Recreation Club (ECRC) artificial pitch proposal**

The Trustees and ECRC agreed that this proposal be put out for public consultation. This will take place in The Barlow Main Hall on Saturday 23 February. ECRC will lead the process and will provide a fact sheet and comment sheets.

## **17. Wording of minute 4 from 10 January 2019 meeting**

7 Ticketsource – alternative seating plans will be developed for pre-booking. If tickets are sold on the door for any event these will be restricted to certain seats.

Queries have been raised about the above minute as it is not clear. Reword to:

Alternative seating plans will be developed as appropriate to facilitate pre-booking. In the meantime before the seating plans are in place priority seats will be allocated for those booking and paying in advance.

## **18. Finance update**

- Finances are currently sound with funds in the bank.
- Xero will be used to produce quarterly financial reports.
- The intention is to present the 2018 Annual Report and Accounts to the accountant in the first week in March.

## **19. Events schedule**

Lesley King has produced a schedule of events for the next three months. This will be refreshed on a regular basis.

## **20. Any other business**

- CW circulated a role description for Phil Grundy's role as Health and Safety Officer. Trustees are asked to review and comment.
- MRAS has met with The Barlow insurance brokers WRS. In view of the current levels of usage the brokers suggested an increase in the business disruption cover. The Trustees agreed to this.
- MRAS queried whether The Barlow should have an environmental policy. Phil Grundy will be asked to look at this and find out who performs this role at the Cricket Club and Bowling Club.
- This is not a priority but at some stage the Trustees should put in place an Equality and Diversity Policy.

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

Thursday 7 March 2019 7:00 p.m.

**The Barlow user group categories updated at February 2019**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Sports and Exercise</b>	<b>Children and Young People</b>	<b>Arts, Crafts and Music</b>	<b>Other</b>
Cricket Club Bowling Club Age UK Seated Exercise Pilates Yoga	Dance Group Guides Playgroup Scouts, Cubs and Beavers Theatre Group (ADA)	Art Group Bromley Cross Folk Group Craft Group Knit and Natter Sing for Fun	Women's Institute Luncheon Club Friends of Turton Tower Bridge Club Horticultural Society Over 60s Domino Club Reading Group Young Farmers Saturday Café Memory Café