

Barlow Charity Board of Trustees

Minutes of the meeting held on 7 March 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
Lynn Jeffries (LJ)	Parish Council appointee
Peter Russell (PR)	User Group Nominee
Mark Sutherland (MS)	Parish Council appointee

In attendance:

Sally Houghton (SH)	Secretary
Mike King (MK)	For items 5 and 6

1. Apologies for absence

Martin Smith (MRAS), Daniel Wild (DW)

2. Declaration of interests

PR is a member of the Bowling Club Committee.

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

3. Minutes from 20 February 2019 meeting.

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

4. Matters arising

None

5. Roof repairs – quote from MJ Consulting

The Trustees discussed a quote from a firm of engineering consultants for work connected with the roof refurbishment.

The Trustees agreed that further clarification on and justification for some of the figures is needed before a decision is made about whether to accept the quote.

6. Public works loan

The Trustees discussed the possibility of the public works loan to fund the roof refurbishment. This would need to be progressed via the Parish Council.

7. Allocation of tasks re funding applications

Funding applications have been made to four organisations; Viridor, Veolia, Tudor Trust and the Big Lottery Fund. The bids are being progressed by Martin Proffitt and are staggered. The public works loan is also under consideration.

The Viridor funding application has progressed to stage 2; in order to progress the application the following information/action is required. The Trustees agreed the allocation of the work involved.

8. Limited liability status update/due diligence

Action on hold until advice is received from The Barlow accountant. The last Chair's update referred to this.

9. Leases

Negotiation and agreement of the lease with the Cricket Club is ongoing.

10. ECRC artificial pitch proposal

The Trustees have requested further information about the proposal from AO before a decision is made.

Overall feedback from the consultation was positive.

11. Conflicts of Interest policy

The Trustees considered the draft policy. Any amendments to be sent to the Secretary by Tuesday 12 March. After that time the policy will be adopted.

12. Complaints policy

The Trustees considered the draft policy which had already been amended in the light of comments made. Any further amendments to be sent to the Secretary by Tuesday 12 March. After that time the policy will be adopted.

13. Bar extension New Year's Eve

The Bowling Club want to use the main hall for a New Year's Eve party and have requested a bar extension to midnight, The Barlow immediate neighbours were leafleted to get their views. Overall responses were OK with the proposal and there was a positive reaction to being asked.

The Trustees agreed that the extension be allowed and that the neighbours would be informed.

14. Finance update

CR circulated and income and expenditure account for January and February 2019. There is a surplus to date.

Categorisation of expenditure needs to be done properly in order to demonstrate that funds are being spent in certain areas e.g. training and development. This will be addressed in the next month's reports

15. Any other business

- The "go to" Trustee to act as first point of contact for queries or advice are:

H&S and Facilities – MRAS

Events – PR

Reading Room and Bar – LJ

Office and Customer Service – CW

Marketing/Publicity – SD

Saturday Café, Lunch Club and Memory Café – KH

- Following comments received a small group of Trustees and volunteers will convene to review user group rates.
- The events schedule will be presented at every other meeting.
- As St. Georges Day is approaching Secretary to find out what the Parish Council agreed about the flags.
- MS will approach the Lawn Tennis Association about the tennis courts.
- The draft risk management policy was drawn to the Trustees attention and an amendment proposed.

16. Date and time of next meetings

Thursday 21 March 2019 4:30 p.m.