

## **Barlow Charity Board of Trustees Minutes of the meeting held on 21 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
Martin Smith (MRAS)	User Group Nominee

### **In attendance:**

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

Mark Sutherland (MS), 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.

MRAS has a share in the Cricket Club

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

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

### **4. Matters arising**

None

### **5. Health and safety report**

Phil Grundy (PG) had supplied a written report. The Trustees extended thanks to PG for an informative and useful report.

A volunteer has put forward a proposal for work to improve the woodland. The work will involve the Probation Service. The Trustees agreed that the proposal be accepted and work go ahead. The agreement is on the understanding that all work is cleared through PG and that the appropriate risk assessments are in place.

### **6. Constitution working group**

Advice from the accountant is that the current constitution does comply with Charity Commission guidelines.

PR, CR and MRAS met as a working group to consider the Constitution and the recommendations made by the Steering Group. The working group made recommendations in a written report to the Trustees.

### **7. ECRC artificial pitch proposal**

CW had sent a letter requesting further information about the proposal. A response has been received but this does not clarify all the issues.

The Trustees agreed that at this stage there is not enough information available to make a decision.

#### **8. Queries re room hire rates and user group rates**

Comments about the increased rates have been received from some small groups. The Trustees want to keep all user groups at The Barlow. LJ and KH are to meet to consider the issue.

#### **9. Snooker table refurbishment**

The Trustees agreed to a proposal to refurbish the snooker table.

#### **10. Ticket pricing and administration fee**

In future the face price of all tickets will include the booking fee.

#### **11. Update on quote from MJ Consulting**

After receiving some clarification on the prices in the quotation the Trustees agreed to accept the quote and engage MJ Consulting to advise re the roof repairs.

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

No update has been received as yet.

#### **13. Leases**

CW and PR met with WHN Solicitors to discuss the Cricket Club lease.

#### **14. Funding/sponsorship**

The Viridor and Veolia bids are at stage 2.

Information for the Viridor bid has been sent to Martin Proffitt.

The consultation day for the Viridor bid is planned for Saturday 13 April. Information will be on the website from next week. There has been a positive response from the user groups. The Trustees discussed the arrangements for the consultation day.

#### **15. Finance update**

CR distributed the I&E and BS for January and February. A surplus has been generated.

Over the last few years electricity consumption has increased by a large amount but gas consumption has decreased.

There is still a big issue around the financial arrangements for events. Events are being put on with no proper agreement about the finances. Financial arrangement for events to be on the agenda for the next meeting.

#### **16. Events schedule**

The Trustees reviewed the events schedule produced by the office team.

#### **17. Update on policies and procedures**

The Secretary gave an update on the development of a suite of policies and procedures.

A Volunteer Code of Conduct is in place but will be reviewed and refreshed.

**18. Any other business**

- Phonographic Performance Limited (PPL) and Performing Rights Society (PRS)  
MRAS has made contact with PPL/PRS and is working to put forward a proposal for a fair licensing fee.
- The Volunteer Event is planned for Saturday 23 March. CW and SD will be in attendance.

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

Monday 8 April 3:30 p.m.

Thursday 18 April 4:00 p.m.

Monday 29 April 3:30 p.m.