

Barlow Charity Board of Trustees Minutes of the meeting held on 8 April 2019

Present:

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

1. Apologies for absence

D Wild (DW), M Sutherland (MS), S Houghton (SH), L Jeffries (LJ)

2. Declaration of interests

SD's spouse is a member of the Reading Room Steering Group
PR is a member of the Bowling Club Committee

3. Minutes and action points from 21 March 2019 meeting

Some amendments to the minutes were advised and will be passed to the Secretary.

4. Matters arising

There were no matters arising not on the agenda

5. The Reading Room

The Chair requested that this item be deferred to the end of the meeting and that two trustees withdraw because of conflict of interest.

6. Financial arrangements for events

CR expressed his concern that there was no agreement process for the financial arrangements for events. This was a historical legacy matter. Options were discussed including:

- having a flat fee for room hire for public and/or ticketed events;
- having a provisional/confirmed status on the booking form to allow for financial arrangements to be agreed.

It was agreed that a flat room hire fee would be preferable and would make everything simpler. A fee for ticket administration would be levied if appropriate. Enhanced publicity would also be an add-on cost

7. Room Hire and User group rates

KH reported on discussions regarding the user groups who had queried the new rates. The Trustees accepted the recommendations in the report. The user groups will be informed of the Trustees' decision.

8. Volunteer Code of Conduct

It was agreed to adopt the draft code provided typos and all references to employees are amended.

9. Painting the interior of the Barlow

A request for £700 was accepted to pay for materials for painting the entrance hall. The Trustees expressed their thanks to Liz and Andrew Waller for organising this.

At this point it was agreed to defer the rest of the agenda to a further meeting on Thursday 18 April at 4.00 p.m.

Date and time of next meeting

Thursday 18 April at 4.00 p.m.

Monday 29 April 3:30 p.m.