

Barlow Charity Board of Trustees Minutes of the meeting held on 18 April 2019

Present:

Christine Waring (CW) Chair	Parish Council appointee
Stephen Danks (SD)	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
Mark Sutherland (MS)	Parish Council appointee

1. Apologies for absence

D Wild (DW), S Houghton (SH)

2. Declaration of interests

KH family member is employed by the Cricket Club

PR is a member of the Bowling Club Committee

MRAS has a share in the Cricket Club

3. Minutes from 8 April 2019 meeting.

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

4. Matters arising

There were no matters arising not on the agenda.

5. Reading Room Update

5.1. Reading Room Manager appointment process

There are two applicants for the role. Candidates will be interviewed by LJ and KH on Thursday 25 April.

5.2. Audit of Reading Room trading accounts

LJ to audit the Reading Room trading accounts.

5.3. Protocol for management of the Reading Room facility

The Trustees agreed a protocol to cover the relationship between Reading Room manager and Trustees. Face to face contact between staff/volunteers must be friendly and welcoming. A baseline for staff hours will be established and any changes will need prior approval from the Trustees.

6. Update on Edgworth Bowling Club proposed new clubhouse – tree issues

The Trustees discussed the proposed Bowling Club clubhouse development. It was noted that:

- PR will contact the Blackburn with Darwen Council Tree Officer and walk round Cricket Club and Bowling Club boundaries.
- A contractor has visited the site of the new clubhouse and given advice.

- The Bowling Club will seek grant funding that would be administered through the Barlow charity.
- A revised lease would be needed.
- Any development would need approval of Blackburn with Darwen Council Tree Officer and planning department.

7. AGM arrangements

CW, MRAS and KH will not be asking for re-nomination.

CW will chair the AGM.

8. Constitution/limited liability status/due diligence

Advice received from the Barlow accountant is that a CIO would be best way forward for limited liability.

The Steering Group report received in October 2018 was not published whilst preliminary legal advice was obtained. It was agreed following preliminary advice from the accountant, that the report will be published along with an explanatory note from the Trustees. Meanwhile further, formal, legal advice will be sought.

9. Edgworth Cricket and Recreation Club

9.1. Lease

Lease negotiations with the Cricket Club are ongoing.

9.2. Artificial pitch proposal

Based on legal advice, the Trustees agreed to send further queries regarding the management of and procurement for the project to the Cricket Club.

10. Strategic Direction of Barlow: Report from Volunteers' working group

The working group has presented their report to the Trustees. The working group report and draft terms of reference for a management committee will be circulated to the Group leads for comment.

11. Letter of appointment for MJ Consultancy

A formal letter has been drafted by M King and approved by the Trustees.

12. Finance update

The finance update was reviewed.

13. Facebook's role in Barlow publicity

Facebook was recognised as important for free publicity, but with the downside of airing adverse and sometimes personally insulting comments.

14. Chair's update

The Chair's update has been circulated.

15. Any other business

- Playground refurbishments

A proposal to upgrade the swings playground was discussed together with the announced refurbishment of the adventure playground by Cllr J Rigby.

The Trustees support the refurbishment of the playgrounds in principle and will ask that both projects are co-ordinated.

- Cricket Club Constitution

A formal letter will be sent to the Cricket Club requesting them to amend their constitution as previously requested.

- St Georges Day

MS will donate a flag to the Barlow

16. Date and time of next meeting

Monday 29 April 2019 3:30 p.m.