

**Notes from the Meeting of the Board of Trustees
Barlow Charity Thursday 18th July 2019**

1. Trustees will produce notes only until secretary appointed.
SD to ask Linda Spencer to advertise post again.
2. **Present:** Stephen Danks, Phil McDermott, Mike Fay,
Yvonne Fletcher and Lynn Jeffries.
3. **Apologies:** Peter Russell & Paul Allen
4. **Declarations of interest:** MF, PM.
5. **Notes from 4th July** meeting agreed.
6. **Management/Delegated powers** meeting took place on 16th
July. Interim Committee formed to help take initiative forward.
7. **Reading Room/Bar update.** Sara Lobley and Lynn Jeffries
presented financial report. Still issues to be sorted re
costs/sales balance, stock control and holiday pay which are
being addressed including clearing & resetting the till to
improve accuracy of the figures. Weddings to be discussed in
detail at future meeting.
8. **Emergency Maintenance Procedures** have been developed by
Phil Grundy and are available in the office.
9. **Funding Update.** Meeting with BWDBC still to be arranged
YF following up recent Viridor bid issues.
10. **Constitution Update.** To be discussed after meeting with
solicitor which is due to take place soon.
11. **ECRC lease** negotiations still on-going.
12. **CCTV** concerns. MF pursuing to make fit for purpose.
13. **Woodlands Update:** Appreciative feedback received from
local residents for work done to date. Thanks to all involved.
14. **ADA** financial package involving panto & shows being
discussed with PM and Liz Waller.
15. **Office Communication:** Trustee contact details & holiday
information to be made available to office.
16. AOB : **Co-option of more Trustees** being considered due to
lack of interest shown so far by user groups.
17. **Returns to Charity Commission** due LJ to follow- up.
18. **ECRC licence** extension application has been changed
from 2am to 1am .
19. **Health & Safety** Report due next meeting.
20. **Date/ Time Next Meeting** Thursday 1st August 4-6pm