

Barlow Charity Board of Trustees

Minutes of the meeting held on 24 August 2018

Present:

Christine Waring (CW) Chair	Parish Council appointee
Stephen Danks (SD) Vice-Chair	Parish Council appointee
Colin Rigby (CR) Treasurer	Elected member
Mark Sutherland (MS) (by phone)	Parish Council appointee
Clare Jady (CJ) (for items 10.2, 10.3 and 10.4 taken at the beginning of the meeting)	Independent Examiner
Sally Houghton (SH)	Secretary

1. Apologies

None received.

2. Declaration of interests

None.

3. Minutes of the last meeting 15 August 2018

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

4. Matters arising

- The Parish Clerk has sent the draft minutes of the AGM. There is a commitment to publish these on the website within 30 days.
- Publication of minutes of meetings of the Trustees – The minutes of the meetings will be published on the website and on notice boards in The Barlow when approved.
- To date, no information has been handed over from the former Trustees

5. Urgent issues

5.1. Bank accounts and authorised signatories

It was resolved that any two of the following be authorised as bank signatories with power to sign cheques and operate the bank accounts at Barclays and the Co-op with immediate effect: CW, CR and SD

5.2. Roof repairs (including tender process)

The roof requires urgent repairs in three areas. CR has investigated this and quotes will be obtained for work to start as soon as possible.

6. Premises

6.1. Cricket club planning application

The Trustees noted the Cricket Club planning application to extend the pavilion.

6.2. Security update

All locks on the building are to be replaced due to recent incidences of vandalism in the village.

6.3. Licence update

Bar licence extensions are in place to cover scheduled events on 1 and 8 September.

The Reading Room manager is the licence holder but has resigned her post. The Barlow needs a new licence holder in place. The Trustees agreed a way forward.

7. **Trustee issues**

7.1. Areas of responsibility for Trustees

The Trustees agreed the allocation of areas of responsibility.

7.2. Trustee office

The Trustees will use the ICT room as their office.

7.3. Letters and signing protocol

Formal letters are to originate from the Secretary unless a particular Trustee needs to be the point of contact.

7.4. Invitation to user groups to nominate trustees

Letter to be sent to the listed user group contact first week in September when user groups return after the summer. Up to four Trustees may be appointed under the 2000 scheme.

7.5. Report from working group on limited liability status

The working group has met on several occasions and their report is due on 31 October 2018.

8. **Administration**

8.1. IT update

CW now has access to The Barlow IT system. CW and CR are reviewing the list of users to see who needs access and at what level.

The Barlow needs an ICT policy covering acceptable use and information ownership. CW has a form of words that can be adapted and will produce a policy.

8.2. Invoicing

Invoicing is currently done by an office volunteer L King. CW to liaise with L King to review invoices for 2017 and 2018.

8.3. Office correspondence and opening hours

The Trustees discussed office opening hours and will progress this issue with the volunteer leads.

9. Staffing

The Trustees discussed a range of staff related issues and noted that the Reading Room manager has now resigned.

10. Finances

10.1. Hull Jady fee proposal for 2018

The fee proposal has been received; defer for discussion at next meeting.

10.2. 2017 Accounts

Some queries re the 2017 Accounts have been resolved. Work is ongoing to resolve remaining issues and remove the qualified opinion/status from the accounts.

10.3. 2018 Accounts

Work is ongoing to obtain information and identify gaps.

10.4. VAT issues

The Trustees agreed a letter to HMRC. On the advice of Hull Jady a VAT payment on account will be made to HMRC.

11. Date and time of next meeting

Thursday 30 August 9:30 a.m. at The Barlow.