

**Participants**

Trustees: - Mike Fay (chair), Lynn Jeffries (treasurer), Sara Loble, Jude Rowley, Kerry Holt, Guy Haynes, Mike Fay, Phil McDermott, Philip Grundy.  
Non-trustee secretary - Andy Tighe.

**Minutes: -**

1. **Apologies for Absence** -Trustee Rhian Driver.
2. **Declarations of interest** - No changes.
3. **Acceptance or comments on July minutes** - accepted, following clarification by PG to KH of item 15 (minibus parking spaces), which they agreed to discuss further outside this meeting. d) Setting of a time frame within which the custodian trustees' & the user-group sets' trustee appointments must be made.
4. **Significant matters arising not on the agenda: -**
  - a) PG informed that the defibrillator outside The Barlow was out of service due to the batteries having expired & that replacement batteries are a relatively long delivery period & cost £170. It was agreed that PG would order the replacements but in the meantime would discuss swapping the working defibrillator from the cricket club to The Barlow location, as that is accessible 24/7. **ACTION 1-31\_08\_2022.**
5. **Correspondences received &/or sent: -**
  - a) *Email request from a member of the community for more seating in the playground.* The trustees agreed that additional seating would be beneficial but funds are limited & an appeal to the community may be the means to achieve this. MF agreed to source suitable benches & inform of the cost for further consideration. **ACTION 2-31\_08\_2022**
  - b) *'Forest School' proposal via Paul Allen.* Paul provided further info & it was agreed that Paul should seek further details on the specifics & possible operational options. **ACTION 3-31\_08\_2022.**
6. **Health & Safety and Security: -**

Nothing reported nor discussed.
7. **Review of Actions** - due to time constraints a limited review was carried out - see the actions section.
8. **Status of Insurances & Licences: -**

- the change to the licence for selling alcohol was recently granted.
9. **Financial Update, including Reading Room Cafe: -**
  - a) *AT & LJ to carry out a review against the Charity Commission guidance on financial controls* **ACTION 4-31\_08\_2022.**
  - b) *LJ & PG have been reviewing the running costs & energy costs have increased by c80% over the year & further increases will occur. PG has fitted energy saving light bulbs & adjusted the heating system controls. PMcD suggested we consider the provision of a 'warm space' & it was agreed to discuss this*

further at the next meeting.

c) LJ informed that the Reading Room café has made a small profit over the year but in the last 3 months there has been a loss due primarily to expenditure on replacement cutlery & crockery + the increase in prices of foodstuffs. Furthermore, overall The Barlow is running at a loss and LJ & GH are to carry out an exercise to set budgets for all expenditure categories, which will include a budget for maintenance.

**ACTION 5-31\_08\_2022.**

c) LJ informed that she is progressing the GiftAid claim.

#### 10. **Website & Facebook Developments**

All to progressively inform RD of any amendments needed.

#### 11. **Refurbishment/Improvement works:**

a) PA to send AT the revised brief of the plan for refurb of the main hall & AT to share with the trustees. **ACTION 6-31\_08\_2022.**

#### 12. **Buildings & Estate Maintenance & Upkeep: -**

- I.T. & phones ok.

- The remaining roof, gutters & downspouts works is almost completed.

- The woodlands maintenance works are progressing well but sadly some vandalism is still being experienced. A name has been obtained of the child who damaged the fairy grotto & the police community support officers are to continue their visits & will liaise on this matter. Expediting of the payment for the council specialist contractor to clean the graffiti off the trees is ongoing.

**ACTION 7-31\_08\_2022.**

- It is recognised that more volunteers are needed & a recruitment campaign should be arranged.

- The remedial work in the playground hasn't yet been started.

#### 13. **Sources of funds:**

- Various volunteers are pursuing grants etc.

- Some of the funds donated by the Folk Club last year have been used to replace the failed kitchen & coffee shop items e.g. fridge, freezer, chilled drinks glass-fronted fridge. Sincere thanks once again for the generous donation.

- The regular donations by members of the community into the Friends of The Barlow scheme provides much appreciated funds for the ongoing maintenance & upkeep of The Barlow building.

A section is to be provided on the website about the FoTB scheme. **AT ACTION 8-31\_08\_2022**

#### 14. **Overall staff & volunteer status + Management Structure update: -**

It was agreed that the current working version being managed by PA be published & that the required updates be then added as & when available. **PA ACTION 9-31\_08\_2022**

#### 15. **Any Other Business: -**

a) AT to check that the latest version of the constitution is registered with the Charity Commission & to provide a copy to RD & Nikki Barlow for putting onto the website. **ACTION 10-31\_08\_2022. [post-meeting note - latest version is revision 2.1]. COMPLETE.**

b) PA proposed that The Barlow contribute £500 towards the £1000 cost of building a compost heap in the area behind the bowling green - the bowling club have already agreed to contribute the other £500. After discussing the extent of available funds & the practicalities involved, the trustees voted against this. [Post-meeting note: further info was subsequently provided & this proposal may be re-visited].

c) Following a brief discussion, AT reminded that at the January 2022 meeting the board delegated to SL sole authority to set the room hire rates & charges for events.

d) JR informed that Ryan, our the local PCSO is joining the police force & a replacement PCSO will soon be in post.

e) LJ is aware of an offer of a table tennis table, which the board agreed should be accepted.

f) PG informed of the progress re: repair of the cracked lintel above the coffee shop corner entrance.

g) SL provided an update on the outline plans for Ken Heathcote's fund raising dinner. It's hoped that The Barlow main hall will be the venue for this event.

h) MF informed that he hopes to be re-elected as a trustee again next year but if so he won't put himself forward to be chairman. MF is 1 of the 2 trustees that were elected by the AGM attendees (PMcD is the other).

LJ informed that this will be her last year as a trustee & treasurer. LJ is a trustee appointed by the custodian trustee NTPC.

**16. Date & time of next meeting** - Wednesday Oct 12th @ 6.30pm. All meetings are open to the public.

## **Actions List**

**9-13\_11\_19.** GH to arrange a joint meeting between cricket club representatives & MF, SD YF to formalise & finalise the lease.

GH informed (at the Feb board meeting) that there is agreement in principle by the CC on: - an annual lease amount (taking into account the expense incurred by the CC to maintain the associated grounds & facilities); the need for them to pay the unpaid historical lease amounts. GH informed that this matter is to be discussed further at the CC AGM on Monday 2nd March. **April 29th meeting update** - MF & LJ have met with some representative of the CC & the £3.8k annual rent charge that had been agreed in January 2019 was again confirmed as acceptable. It was agreed that The Barlow would pay the CC for the ground maintenance & gardening works etc. It was agreed that historical payments be considered between both parties as resolved, with no payments outstanding either way.

The Trustees discussed this topic & it was agreed that MF & LJ should have a further discussion with the CC to close-out the matter. A key factor is that all assets within The Barlow estate e.g. the car park, the cricket nets, the cricket club clubhouse & pavilion remain owned by The Barlow irrespective of who funds them.

**May 27th meeting update** - MF & LJ informed that from recent discussions it is clear that in this covid era the CC financial position is inevitably difficult. PM proposed that the CC be made aware that a loan could possibly be provided by The Barlow if there was a risk that the CC might otherwise go out of business.

The Trustees also discussed various possible options to finally reach a formally agreed arrangement, with 1 particular option being discussed significantly. It was agreed to discuss this in more detail at the next board meeting.

**July 1st meeting update** - MF & LJ & GH recently met with representatives of the cricket club (GH represented both parties). GH stated that the covid crisis has had a massive impact on the CC but they accept an agreement does need to be reached. However, the ability of the CC to pay the annual £3.8k lease fee was fundamentally dependent upon achieving the replacement of the tennis courts with a multi-use games area (MUGA) all-weather facility that would be operated by the CC via a lease arrangement, to generate profit. This was dependent upon receiving a grant from a major organisation, which currently isn't looking likely, though will be explored further.

Another possible arrangement is for the £3.8k to be 'paid' by the CC arranging (via its membership/contacts) the carrying out of various 'works' that The Barlow normally pay for.

SD stated that there needs to be a clear plan (or plans i.e. Plan A, Plan B etc) to finally resolve this matter.

PM re-stated a point he has made on previous occasions that the CC (& the bowling club) carry out a significant amount of work in maintaining the recreation grounds, which would otherwise cost The Barlow a significant amount each year.

GH suggested that what is commonly known as a 'Heads of Terms of Agreement' should be drafted to better formalise the relationship between the CC & The Barlow. The terms within this must be mutually beneficial. GH, MF & LJ will have further discussions with the CC & will produce the draft for consideration by the Board.

**Aug 5th meeting update** - MF & GH stated that the heads of terms agreement wasn't now needed, as discussions had progressed well & swiftly with the charitable organisation who've agreed to fund

the MUGA, which will replace the tennis courts & adjacent small grassed football pitch. MF had today received the 1st draft of the proposed 25yr lease with the cricket club to operate & maintain the MUGA, which will be the source of funds to pay the overall CC annual lease of £4k pa, with a review every 5yrs. The recently installed new cricket scoreboard will also be covered within this lease.

**Sept 2nd meeting update** - Progress has been made & now awaiting the 2nd draft of the MUGA lease agreement.

**May 2021 update from MF** - the draft lease for the MUGA is being further amended & will then be discussed with NTPC (in their capacity as the custodian trustee & lessor for any leases of Barlow land or property). Subsequently further discussion will be held with ECRC & then hopefully the lease will be agreed & signed by both parties.

**February 16<sup>th</sup> 2022 update** - AT to re-send his previous comments to LJ to check the working master version of the lease is ready for signing.

**May 2022 update** - The lease has now been signed by the custodian trustee & is with EC&RC for their signature. In the meantime EC&RC have been paying to The Barlow the agreed £1k quarterly lease charge. **ONGOING.**

**5-02\_12\_19** - PM to complete & submit the relevant alcohol licencing online forms. **Update** - PM informed that it will cost approx £500 for a permanent extended hours licence & take approx 6 weeks to obtain, whereas the standard licence permits up to 12 extensions per year at £20 each. GH to check how long it took the CC to achieve & then inform PM.

**Sept 2nd meeting update** - GH still to provide info to PM & agreed for PM to then investigate the licence further, with autonomy to progress application. **Oct 21st meeting update** - This isn't a priority in present circumstances but the ultimate aim is for parity with the other local licenced premises.

**May 2021 update from PM** - It would cost £190 fee to the council plus c£300-500 for the legally required newspaper notice. It was agreed that a sub-committee comprised of PM, PG, SL, & MF would meet to agree the wording of the amended licence application & the newspaper advert. GH informed that the CC has recently done a similar change & therefore offered to help too. PM also informed that if in the future another detached outbuilding was installed for the purpose of selling alcohol, it would need a separate licence.

**February 16<sup>th</sup> 2022 update** - PM, MF, SL, PG to meet on Monday Feb 21<sup>st</sup> to finalise the application & the newspaper advert. **COMPLETE.**

**4-25\_03\_20** - PA has the current draft of the proposed revised constitution & will email this to the Trustees for comments & will then liaise with the lawyer & the charity commission. **Aug 5th update:** PA to also liaise with LJ.

**13 Oct 2021 update:** AT was asked to lead a review to consider whether to retain the constitution in its current form or to propose an amendment. MF, PG, PA, JR to be involved & also Robert Downie (local resident). See also action 5-29\_04\_20 below. **ONGOING.**

**5-29\_04\_20** - MF to set up a sub-committee to establish a plan for publicising the proposed constitution changes and also a 'plan B' should the public not vote in favour of the proposed change. To be started once previous change is complete.

**May 2021 update from MF** - Suggested that this topic is explained further to the community at the next AGM.

**November 2021 update** - Rhian Driver to also be involved in the review of the constitution.

**February 16<sup>th</sup> 2022 update** - See also **ACTION 2-16\_02\_22 below.** **ONGOING.**

**3-01\_07\_20** - **MF** to arrange a meeting between the Trustees & all volunteers at the earliest opportunity to ask the volunteers how they would like arrangements to proceed in the future. **Aug 5th update:** The events team & the facilities team have been proactive & are getting prepared for when restrictions are eased sufficiently for classes & activities can resume. Sara Lobley (events team) has sent an email to MF & AT, which was then shared with PA. AT to send the email to all trustees & PA to liaise with the events team [**both done**] to clarify their suggestions.

**May 2021 update from PA** - He will arrange the meeting between the trustees & volunteers after all covid rules are removed.

**Nov 2021 update from PA** - Once the volunteers' handbook updates are completed (imminent) he will arrange the meeting. **ONGOING.**

**ACTION 4-02\_09\_20 - AW & GH (helped by AT)** to prioritise the production of a draft overriding prospectus (basically a 'life-time plan' with short, medium & long term aspects) that can be easily tailored for specific grant applications as required.

**February 16<sup>th</sup> 2022 update** - AW no longer involved. **ONGOING**

**ACTION 2-13\_05\_21** - MF to liaise with user groups about de-cluttering throughout The Barlow.

**Nov 2021 update** - KH suggested that a group of trustees survey all the rooms & propose their potential future use - KH, PG, PA, SL agreed to do this & to take on the liaison with the users' groups. **ONGOING**

**ACTION 1-12\_8\_21** 'to establish an asset register & storage schedule' also to be included with this. **ONGOING.**

**ACTION 6-13\_10\_21** - GH to expedite a copy of ECRC's insurance document for the MUGA in order that it can be checked. **ONGOING**

**ACTION 1-10\_11\_21** - PM or PG to obtain 3 quotes for a suitable access control system. **ONGOING**

**ACTION 2-10\_11\_21** - PA to copy to AT the completed Veolia questionnaire for record keeping purposes. **ONGOING**

**ACTION 3-6\_12\_21** - MF to produce the update of the 'Useful Contacts' appendix in the Volunteers' Handbook. **ONGOING.**

**ACTION 2-12\_01\_22** - PG/AT to obtain a quote to repair/replace the broken drain channels that border the car park & the playground. **ONGOING**

**ACTION 3-16\_02\_22** - PG to put together a proposal for a Beer Festival to be held later this year.

**ACTION 4-16\_02\_22** - MF, KH & AT to discuss with the bowling club committee their requests for:

- The Barlow to buy greenkeeping materials & machinery etc & the bowling club donate the nett costs excl vat.

- Clarification on maintenance responsibilities.

- A 'Friends of the Bowling Club' scheme to be established for fundraising towards the cost of a new clubhouse. **COMPLETE**

**ACTION 1-11\_05\_2022** - AT to implement the constitution changes & inform the Charity Commission. **COMPLETE**

**ACTION 2-11\_05\_2022** - KH to arrange a meeting with bowling club representatives, himself & LJ re: the Friends of the Bowling Green bank account & claiming of Gift Aid on donations into it.

**COMPLETE**

**ACTION 3-11\_05\_2022** - MF to discuss the MUGA advertising banner with the EC&RC chairman & also to expedite the signed MUGA lease. **ONGOING**

**ACTION 4-11\_05\_2022** - MF to discuss possible additional car parking areas with some local landowners whom may be able to help. **ONGOING**

**ACTION 1-22\_06\_2022** - Mike Fay to contact Website operators to bring it up to date. **COMPLETE**

**ACTION 2-22\_06\_2022** - PA to set up a sub-committee to generate proposals for refurbishment & re-decoration of the main hall. **COMPLETE**

**ACTION 3-22\_06\_2022** - PM to contact a land agent to obtain the cost of buying or renting a nearby field for additional car parking. **ONGOING**

**ACTION 4-22\_06\_2022** - MF to contact CC to find out the times that pizzas are served by Cugini's. **COMPLETE**

**ACTION 1-31\_08\_2022** PG to look into swapping the working defibrillator from the cricket club to The Barlow location.

**ACTION 2-31\_08\_2022** MF to source options for suitable benches for the playground & inform of the cost for further consideration.

**ACTION 3-31\_08\_2022.** PA to seek further details from the 'Forest Schools' group on the specifics & possible operational options.

**ACTION 4-31\_08\_2022** AT & LJ to carry out a review against the Charity Commission guidance on financial controls. [Post meeting note **COMPLETE**]

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Expediting of the payment for the council specialist contractor to clean the graffiti off the trees.

**ACTION 7-31\_08\_2022**

**ACTION 8-31\_08\_2022** AT to send to RD the section about FoTB for publishing on the website.

**COMPLETE.**

**ACTION 9-31\_08\_2022** The current working version of the volunteers handbook being managed by PA be published the required updates be then added as & when available. (See Action 3-01\_07\_20).

**ACTION 10-31\_08\_2022** AT to check that the latest version of the constitution is registered with the Charity Commission & to provide a copy to RD & Nikki Barlow for putting onto the website.

*[post-meeting note - latest version is revision 2.1] - COMPLETE.*

**Approved & issued**