

# **Barlow Charity**

## **Minutes of a Trustees Meeting Held at 2.30p.m. on Monday 10<sup>th</sup> December 2018**

### **Attendance**

Richard Norton, David Piper and John Rockliff attended.

### **Minutes**

The minutes of the trustees meeting held on 11<sup>th</sup> May 2018 were ratified and signed, having already been agreed by the Trustees via e mail.

### **Introduction**

Since the last formal trustees meeting there had been considerable activity and regular contact between the trustees. The purpose of this meeting was to ratify and record the decisions that had been taken, to progress those matters that were not completed, and generally to review all aspects of the charity's affairs.

### **Update and Formal Ratification**

The trustees had carried out a site inspection on Tuesday 15<sup>th</sup> May. Various works that needed attending to were noted.

House Sales - Three houses had completed sales since the last Trustees meeting. A fourth house had a sale agreed. The Trustees and Breckland Council had approved the new residents. In some cases this had been a lengthy and tortuous process. It was hoped that any future sales could be more streamlined.

The charity's 3<sup>rd</sup> party liability insurance had been renewed in June using BHI Brokers at a cost of £183.91.

Crown paints had produced a report on the blistering of the house paintwork in a few places. Crown had agreed to supply paint to re paint the defective patches. John Skiggs had agreed to carry out the work in the spring.

### **Maintenance of Grounds**

Conservation area consent had been obtained to reduce the heights of the birch trees on either side of the path between the village green and the play area. The village handyman had agreed to carry out the work. It was agreed to check the situation regarding his insurance to carry out this work, and whether he needs assistance or any special equipment. A meeting on site would be arranged to discuss these matters. **John**

Repairing some sections of the car park brick weave had also been discussed with the handyman. His availability to carry out this work would be confirmed.

**John**

Some residents were not satisfied that the shrub beds in front of the houses were being cared for as well as they could be. This would be discussed with the village handyman to see if he wished to carry on with this responsibility. If not then a new gardener or gardening contractor would be sought.

The handyman had renewed a section of the knee fencing adjacent to the car park. Also he had removed weeds from the car park. This was ongoing work.

It was agreed to ask Chris Bingham to cut the hedge at the rear of Old School Green. **John**

The installation of CCTV for the village green and the play area was discussed. It was agreed to work with the Parish Council on this matter as it was the PC that managed these areas.

### **Finance and Accounts**

It was agreed to accept the charity's solicitor's proposal to bill £1,100 for work in connection with changes to the leases of the houses recently sold.

David Piper presented the accounts for the year to 31<sup>st</sup> March 2018. These had been scrutinised by Luisa Cantera, who has signed the Independent examiner's report on the accounts, which is required by the Charity Commission. They showed income of £21,838.79 and an expenditure of £18,692.78. The figures were higher than previously because they included some money raised and passed on to fund the play area. The balance in the bank was £11,952.73, as of 31<sup>st</sup> March, 2018, and the current balance is £16,111.41. The Barlow Charity will need to maintain and increase this balance in the coming year, in order to have the funds necessary for major repairs to the car park in the future.

Richard had received a letter from the HSBC safeguarding team. Subsequent to that had a telephone conversation with them to answer various questions. HSBC will come back to him if they require any further information.

It was agreed to look into setting up on-line bank payments. **John**

### **Rent**

All but one householder was paying their rent of £28.07 on time each month. It was agreed that the correct amounts needed to be paid in accordance with the lease terms. **John** would contact the resident who was not paying to reminding them of this.

The lease terms state that the rent can be increased in line with the change in the Retail Prices Index. The current rent level was set using the RPI for November 2014 (that being the latest published RPI as at 1<sup>st</sup> January 2015). The increase was implemented from September 2016. The leases allow a further uplift in line with RPI from January 2018. The trustees agreed to implement this from 1<sup>st</sup> April 2019. Residents would be written to before the beginning of March to allow them to adjust their standing order payments in April. **John**

It was agreed to hold a meeting with all residents after the new residents had moved in, or in any event within the next few months.

## **Car Parking**

Two residents had been in touch regarding sometimes being unable to park their cars. It was agreed to replace the current signs with more prominent signs that would read "PARKING FOR RESIDENTS ONLY ON THIS SIDE OF THE CAR PARK". The situation would then be monitored to see if this solved the issue. **John**

## **Other**

It was considered that The General Data Protection Regulations required the Charity to have a policy in place regarding the handling and storage of personal data. It was agreed to research a suitable policy for adoption. **John**

The next trustees meeting would be in May 2019. **John** to make a diary note to fix this nearer to the time.

The meeting ended at 4.00p.m.