

**You are hereby invited to attend a
Meeting of the Trustee of KLASSIC Charity on
Wednesday 4th March 2026**

**Proceedings will commence at 7 pm in the Diamond Jubilee Town Hall, Kirton in Lindsey.
The Agenda is set out below.**

Members of the public and press are welcome to attend.

Neil Taylor-Matson

Town Clerk

26th February 2026

***It is recommended that residents wishing to speak at the meeting under public participation
notify the Venue Manager to ease meeting management.***

AGENDA

- 2603/01 Apologies for Absence
To receive apologies for absence notified to the temporary Venue Manager prior to the meeting.
- 2603/02 Minutes
To approve the minutes of the previous meeting held 4th February 2026.
- 2603/03 Public Participation
Members of the public may raise subjects, which they wish to bring to the attention of the KLASSIC Trustee. The time will be restricted to 15 minutes maximum unless the Trustee decides otherwise. Members of the public should note that decisions cannot be made at this meeting on items not on the agenda and that no discussion can be entered into once the meeting has commenced, unless the meeting is suspended by the Chair.
- 2603/04 Ongoing matters and updates
- a. Finance
- To receive the KLASSIC accounts and bank statements for January 2026 and agree any actions required. *(fwd 26/02/2026)*
 - To receive an update regarding financial oversight checks.
 - To receive an update from the CIO regarding their bank account, mandate and access.
- b. Year End Accounts 2024-2025, Independent Examiner and Annual Return
- To receive an update regarding annual returns and Charity Commission reporting.
 - To discuss the requirement for the Annual Report, receive a draft and agree actions required. *(fwd 26/02/2026)*
 - To receive the draft annual accounts and note comments or information requested by the Independent Examiner. *(fwd 26/02/2026)*
- c. Users, Licences and Agreements
- To receive confirmation of payment made for the maintenance undertaken to the bowls green.
 - To discuss licences and agreements for the Bowls Club, Junior Football Club and Scouts and agree any actions required. *(fwd 26/02/2026)*
- d. Insurance
- To receive an update on the amendments/clarifications requested to the insurance brokers.
 - To receive information about suitable alternative brokers. *(fwd 26/02/2026)*
- e. Staffing
- To receive an update on Venue Manager cover including hours worked and agree any actions required. *(fwd 26/02/2026)*
 - To receive an update on a secondment agreement for staff employed by the CIO.
 - To receive an update on timesheet reporting for staff.
 - To receive an update from KLTC P&D Committee on consultation and development work regarding a potential Finance / Regulatory / Insurance Officer role and agree any actions required.

f. Pavillion Maintenance & Assets

- i. To receive and update on the cracks in the outside walls.
- ii. To receive an update on internet connectivity and wi-fi provision.
- iii. To receive an update from the working group on proposals for an automated access gate, pavilion controlled access system and new booking system and agree any actions required. *(fwd 26/02/2026)*
- iv. To receive an update on the creation of an asset register and agree any actions required.
(fwd 26/02/2026)

2603/05

North Lincolnshire Council – Playing Pitch Strategy survey

To receive notification of the playing pitch strategy survey and agree any actions required.

(fwd 26/02/2026)

2603/06

Date of next Trustee Meeting

To agree a date, time and place of the next KLASSIC Trustee meeting.