



**Minutes of the Meeting of the Trustee of KLASSIC Charity on  
Thursday 23<sup>rd</sup> October 2025  
KLASSIC, Kirton in Lindsey at 6.00pm.**

Trustee Members Present : Hazel Fox (HF) (Chair), Pat Frankish (PF), Chris Howard (CH) & Joy Kofoed (JK).

Trustee Members not present : David Garritt & Suzanne Stephenson.

Also Present : Venue Manager (VM) (Cherilyn Morton) and Town Clerk (TC) (Neil Taylor-Matson).

To be noted before the meeting started – at the September Trustee meeting the correct copy of the 13<sup>th</sup> August minutes were approved but an incorrect copy was printed off and signed. Therefore the correct copy was brought to this meeting for signing.

**Minutes**

- 2510/01      Apologies for Absence  
Apologies were received from David Garritt & Suzanne Stephenson.
- 2510/02      Declarations of Interest / Dispensations  
PF declared an interest in item 6 – KLASSIC CIO
- 2510/03      Public Participation  
No members of the public were present.
- 2510/04      Minutes  
The Trustee Members considered the Minutes of Meetings held on  
                     • 10<sup>th</sup> September 2025  
**RESOLUTION: That the above minutes were duly approved and signed.**
- 2510/05      Finances  
                     a) The Trustee Members received a copy of the KLASSIC accounts and bank statements sent to them on Friday 3<sup>rd</sup> October.  
                     b) To ratify the Resolution of minute 2509E/11 to confirm that the additional working hours approved for payment were 8.25 as advised by the Town Council's Internal Auditor.  
**RESOLUTION: That ratification of the 8.25 hours worked is agreed.**  
                     c) The Trustee Members received a copy of the proposed 2025/2026 casual user fees. A discussion was held around the possible need to increase the fees to cover the increased costs of out goings. It was decided that it would be more appropriate to look at fundraising and to keep the fees compatible with other local facilities.  
**RESOLUTION: That the proposed casual user fees are accepted.**
- 2510/06      KLASSIC CIO  
No update.
- 2510/07      Bookings update  
The VM gave an update on new regular bookings, including a local care provider using KLASSIC for training sessions and a new mother and baby group starting in the new year.
- 2510/08      Exclusion of the Public & Press  
The Trustee Members considered the exclusion of the public and press under the provisions of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the matters to be discussed.  
**RESOLUTION: That the Public and Press be excluded.**

Signed:

Dated:

2510/09

Finance

a) The Trustee Members discussed the proposed 2025/2026 annual user fees.

**RESOLUTION: That the proposed annual user fees are accepted.**

b) The Trustee Members discussed the KLASSIC Budgeted Grant Application.

**RESOLUTION: That the Application is approved for submission.**

2510/10

Staff

The Trustee Members received a copy of the updated draft secondment agreement for the CIO employees. A discussion was held around the difference of the original agreement and the updated one, with all Trustee Member agreeing that they preferred the longer original agreement. It was also mentioned that current terms and conditions of employment were mentioned in the secondment but that the Trustee Members do not know what these are as they don't have a copy of them.

**RESOLUTION: That a redacted copy of the CIO employees contracts and written statements of employment are requested from the CIO.**

**RESOLUTION: That the CIO Trustees are asked to amend the original secondment document and remove 'CIO' from the KLASSIC charity title as there is no charity called KLASSIC CIO.**

**RESOLUTION: That the CIO Trustees are then asked to execute the original secondment agreement after the amendment has been made.**

2510/11

Insurance

The Trustee Members received an update from the VM on insurance matters including tractor container security and cover for seconded employees. That a verbal response has been received but the VM is still trying to get a written response. HF agreed to try contacting the insurers as well.

2510/12

Date of next Trustee Meeting

The Trustee Members discussed having monthly meetings with the next one being held on Monday 24<sup>th</sup> November. As KLASSIC Hall is in use the Bowls club will be asked if their pavilion can be used instead.

The meeting was closed at 6.57pm.

After the meeting had finished, and some Trustee Members had already left, it was realised that the last item was not voted on. It was suggested that the VM ask everyone for their availability of days & times, and collate this information before organising the next meeting in approx. one months time.

Signed:

Dated: