



**Minutes of the Meeting of the Trustee of KLASSIC Charity on  
Wednesday 3<sup>rd</sup> December 2025  
KLASSIC, Kirton in Lindsey at 6.30pm.**

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

Trustee Members not present : David Garrett.

Also Present : Venue Manager (VM) (Cherilyn Morton) and 1 Member of the Public.

**Minutes**

**2512E/01      Apologies for Absence**

Apologies were received from David Garrett & the Town Clerk (due to pre-approved annual leave).

**2512E/02      Declarations of Interest / Dispensations**

PF declared an interest in item 6 – KLASSIC CIO

**2512E/03      Public Participation**

The member of the public asked why KLASSIC CIO Trustees were not invited to the meeting with North Lincs Council (NLC), as Council Leader Rob Waltham had offered to broker a meeting with Kirton in Lindsey Town Council and the KLASSIC CIO Trustees. The Trustee Members explained that they felt it was necessary to have a private meeting with NLC first. Trustee Members also noted that NLC made it quite clear that they couldn't give legal advice at all.

**2512E/04      Minutes**

The Trustee Members considered the Minutes of Meetings held on

- 23<sup>rd</sup> October 2025

**RESOLUTION: To change 2510/06 from 'there were no CIO Trustees present to give an update' to 'no update'.**

**RESOLUTION: That with agreed amendment to item 2510/06, the above minutes were duly approved and are to be brought back to the next meeting for signing.**

**2512E/05      Finance**

- a) The Trustee Members received a copy of the KLASSIC accounts and bank statements sent to them on Friday 7<sup>th</sup> November. A discussion took place about the fact that the bank statements don't run to an exact month and so don't show both the opening and closing balance for that month. It was requested that a reconciliation showing receipts and payments not on the bank statement is included in the items sent out. The Trustee Members then discussed the fact that the insurance company still hasn't sent the certificate through despite the policy being paid in August.

**RESOLUTION: That a letter is written to the insurance company requesting that the certificate is sent within 14 days.**

**ACTION: Venue Manager**

**RESOLUTION: That alternative insurance quotes are sought in the meantime.**

**ACTION: Venue Manager**

- b) The Trustee Members discussed the need for an annual budget.

**RESOLUTION: That this item is deferred until a later date.**

**2512E/06      KLASSIC CIO**

No update.

**2512E/07      Bookings update**

Signed:

Dated:

The VM gave an update on new regular bookings, including an enquiry about Taekwondo, a regular user confirming extension of their booking in to next year, and Fuelled sessions to run over the December school holidays.

2512E/08

Correspondence received

The Trustee Members considered the letter received from the Art Group requesting a set monthly payment.

**RESOLUTION: That the monthly amount suggested is accepted and that an agreement is written up, and signed, stating the agreement details.**

**ACTION: Venue Manager**

2512E/09

Staff

- a) The Trustee Members discussed if there was a need for a secondment agreement now that the CIO have their own insurance

**RESOLUTION: That this item is deferred, and the redacted copy of the CIO employees contracts and written statements of employment are sent to all Trustee Members, as requested at the October meeting.**

**ACTION: Venue Manager**

- b) The Trustee Members discussed the 4.5 hours that the Venue Manager was required to work during her annual leave. The Venue Manager explained that, in total, she was now 19 hours over her contracted amount, but that this had been reduced from the 25 & three quarter hours it was on 7<sup>th</sup> November by working less hours, unfortunately that means that there are jobs that don't get done. The Trustee Members asked who received the Venue Managers timesheets and were informed that no one did as they had never been requested.

**RESOLUTION: That the Venue Manager is paid for the 4.5 hours worked during annual leave only.**

**ACTION: Town Clerk**

**RESOLUTION: That the Venue Managers timesheet is sent to Committee Trustee Members every month, along with the account information.**

**ACTION: Venue Manager**

- c) The Trustee Members discussed the holiday pay entitlement for the KLASSIC employee.

**RESOLUTION: That the KLASSIC employee is entitled to the equivalent of 4 weeks holiday per year.**

**ACTION: Venue Manager**

2512E/10

Training

The Trustee Members received an update from the Venue Manager on training she had undertaken in the last year. This included Martyn's Law (£0), HMRC training on Employers Filing Obligations & Getting Payroll Right (both £0), and CCTV & Data Protection (£27.40) which will be on the next agenda as there is a lot of work needs doing. The Trustee Members also discussed the need for Legionella Compliance training (£90).

**RESOLUTION: That the Caretaker takes the Legionella Compliance training at £90.**

**ACTION: Caretaker**

2512E/11

KLASSIC Pavilion Maintenance & Assets

- a) The Trustee Members discussed the crack that had been noticed on the field wall near the car park. CH explained that he believes it is caused by the wall heating up and should not be a concern as the crack hasn't gone through the engineering bricks.

**RESOLUTION: That the crack is monitored for two months to see if there is any change.**

**ACTION: Venue Manager**

- b) The Trustee Members discussed disposing of the scarifier as it has not been used for some years now.

**RESOLUTION: That a specialist auction is looked for to send the scarifier to.**

**ACTION: Venue Manager**

- c) The Venue Manager informed the Trustee Members that work on the booking system, automatic gate and door security system was still ongoing due to a lack of time to look into it and other items taking priority.

2512E/12

Date of next Trustee Meeting

The Trustee Members agreed a date of Wednesday 14<sup>th</sup> January, 6.30pm, for the date of the next meeting, providing KLASSIC pavilion hall is available.

Signed:

Dated: