



**Minutes of the Meeting of the Trustee of KLASSIC Charity on
Wednesday 14th January 2026
Town Hall, Kirton in Lindsey at 6.30pm.**

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

Trustee Members not present : David Garritt.

Also Present : Venue Manager (VM) (Cherilyn Morton), Town Clerk (TC) (Neil Taylor-Matson) and 1 Member of the Public.

Minutes

- 2601/01 Apologies for Absence
Apologies were received from David Garritt.
RESOLUTION: That Barry Starkie (Cllr) becomes a member of the KLASSIC committee.
- 2601/02 Declarations of Interest / Dispensations
a) No declarations were made.
b) No dispensations were given.
- 2601/03 Public Participation
No matters were raised.
- 2601/04 Minutes
The Trustee Members considered the Minutes of Meetings held on
• 3rd December 2025
RESOLUTION: That with agreed amendments to items 2512E/05 (a) and 2512E/11 (a), the above minutes were duly approved and signed.
- 2601/05 Finance
a) The Trustee Members received a copy of the KLASSIC accounts and bank statements sent on Friday 5th December.
RESOLUTION: That the CIO employees are asked if they agree to share their timesheets with the sole Trustee.
ACTION: Venue Manager
b) The Trustee Members received an update on the bank mandate, as per item 2508E/04, that the new mandate has been accepted and the information held updated.
c) The Trustee Members discussed the need to be registered with the ICO.
RESOLUTION: That KLASSIC is registered with the ICO at a cost of £52.
ACTION: Venue Manager
- 2601/06 Correspondence received
The Trustee Members discussed the email received from KLJFC (12/12/25) regarding reduction in 2025/26 fees due to the condition of the field. The VM explained that the field could not be treated / seeded due to the very dry weather over the summer.
Standing orders were suspended to allow the member of the public, who is a KLASSIC user, to be asked what they thought of the field condition. The member of the public confirmed that their user group has never had issues with the condition of the field.
Standing orders were reinstated.

Signed:

Dated:

The Trustee Members discussed the field condition, with those that use the field confirming that they too felt the condition was okay.

RESOLUTION: That a letter is written to the Football Club politely declining their request for a discount.

ACTION: Venue Manager

2601/07

Insurance

The Trustee Members discussed the amendments to the insurance.

- a) The description of the insured be amended to reflect the title of the trust and trustee as registered with the Charity Commission.
- b) The description of the business be amended to reflect the description with the Charity Commission 'The provision of recreational and sports facilities for the community', and the reference to outdoor bowling on its own be removed.
- c) The cover for contents be amended and increased to include the removal of the word 'trade', and to make sure items such as the tractor and other equipment are actually covered.
- d) If the reference to 'loss of licence' refers to an alcohol and or gaming licence, the said cover be removed since alcohol is not sold at the premises and there are no gambling machines.
- e) Any other amendments deemed necessary to properly cover KLASSIC and its contents.

RESOLUTION:

- a) **That the Insured be changed to 'KLASSIC Trustee Kirton in Lindsey Town Council'.**
- b) **That the description of the Business be changed to 'to provide or assist in the provision of a Recreation Ground ("Grounds") involving the construction of pitches, greens, courts, pavilions, changing facilities and associated amenities to be held upon charitable trust namely for the purpose of providing recreation and leisure time occupation in the interest of social welfare and with the object of improving the conditions of life for the benefit of the inhabitants of Kirton in Lindsey and the neighbourhood (hereinafter called the "area of benefit") and for other charitable purposes for the benefit of the inhabitants in the area of benefit' and reference to 'outdoor bowling' be removed.**
- c) **That the word 'trade' be removed and confirmation sought that the tractor, cutting deck, container and line marker are covered.**
- d) **That 'loss of licence' is removed.**
- e) **That the policy document is checked for the alarm details and that all containers are covered. That there is a need to separate out values for the pavilion, bowls hut, field, car park and bowls green.**

RESOLUTION: That if the above amendments are not achieved in 14 days then other insurance quotes are sought.

RESOLUTION: That the Venue Manager is granted up to 10 hours overtime to complete this work.

ACTION: Venue Manager

2601/08

Staff

- a) The Trustee Members discussed the need for a secondment agreement for the CIO employees.

RESOLUTION: That a request is sent to the CIO for them to sign and return the secondment agreement.

ACTION: Venue Manager

- b) The Trustee Members discussed the hours worked by the Cleaner, Caretaker & Groundskeeper.

RESOLUTION : That the gate be unlocked at 8am and locked either at nightfall or after the final user if that is later.

ACTION : KLASSIC Staff

2601/09

KLASSIC PAVILION Maintenance & Assets

The Trustee Members discussed the need for an asset register and the work required to develop one.

RESOLUTION: That 30 hours overtime is agreed to be shared between all staff members in order to start listing items to create an asset register.

2601/10

Date of next Trustee Meeting

The Trustee Members agreed a date of Wednesday 4th February, 6.30pm at the Town Hall, for the date of the next meeting.

Signed:

Dated: