



**Minutes of the Meeting of the Trustee of KLASSIC Charity on
Wednesday 4th February 2026
Diamond Jubilee Town Hall, Kirton in Lindsey at 6.30pm.**

Trustee Members Present: Hazel Fox (Chair), Pat Frankish, Chris Howard, Joy Kofoed, Barry Starkie & Suzanne Stephenson.

Trustee Members not present: David Garritt.

Also Present: 2 members of the public (part) and KLTC Town Clerk: Neil Taylor-Matson.

Hazel Fox welcomed everyone to the meeting and thanked the members of the public for attending.

MINUTES

- 2602/01 Apologies for Absence
Apologies were received from David Garritt, Temporary Venue Manager: Mandy Coote and Venue Manager: Cherilyn Morton.
- 2602/02 Declarations of Interest / Dispensations
a) No declarations were made.
b) No dispensations were given.
- 2602/03 Public Participation
A representative from the Bowls Club provided an update regarding their funding application to North Lincolnshire Council for replacement grippers for the bowls green. The grippers are an essential part of the green in order to stretch, tension and hold the green securely in place. The KLASSIC / Bowls Club licence is clear that KLASSIC retains ownership and so has responsibility for maintenance and repair. The bowls club requested that, given these circumstances, the invoice for the replacement grippers is paid by KLASSIC. The Trustee members gave their thanks for the information provided.
- 2602/04 Minutes
The Trustee Members considered the minutes of the KLASSIC Charity Committee Meeting held on 14th January 2026.
RESOLUTION: That the minutes duly approved and signed.
- 2602/05 Finances
a. The Trustee Members received a copy of the KLASSIC accounts and bank statements for December sent on Monday 12th January. Chris Howard queried progress regarding the annual accounts which are due on 31st March. The Town Clerk advised that an initial meeting with the independent examiner had taken place and that item 2602/06 refers regarding the preparation of the Annual Report.
b. Motion: That our KLTC RFO resumes overall control and responsibility of the KLASSIC Corporate Trustee bank account, overseeing and approving all payments and receipts. His hours attributable to this work are to be identified on his weekly timesheet and charged back to KLASSIC. This situation may be reviewed at such time our Venue Manager provides a written statement to confirm she no longer has any access or association with the KLASSIC CIO bank account. (Chris Howard).
After lengthy discussion, Suzanne Stephenson proposed the following amendment: Motion: That our KLTC RFO oversees the KLASSIC Corporate Trustee bank account by the Town Clerk undertaking bi-monthly checks save that in respect for transactions involving the CIO bank account checks are carried out within seven days.
RESOLUTION: That the Motion as amended was approved.
Chris Howard requested a recorded vote: In Favour: Suzanne Stephenson, Chris Howard, Hazel Fox, Joy Kofoed and Barry Starkie. Abstentions: Pat Frankish.
- 2601/06 Trustee Annual Report
The Trustee Members discussed the need to write an annual report for the Charity Commission. Suzanne Stephenson queried if there is a missing annual report for 2023-2024 and that it is checked if this was signed and provided to the Charity Commission.
Standing Orders were suspended to allow a member of the public to speak.

Signed: 

Dated: 04/03/2026

The member of the public noted that on checking the details on the Charity Commission website no submissions were showing as outstanding.

Standing Orders were reinstated.

RESOLUTION: That clarification is sought if everything has been filed and in the correct format and confirmed at the next meeting. That work to draft the annual report due to the Charity Commission at the end of March is progressed to bring back to the next meeting. ACTION: Venue Manager/Temporary Venue Manager

2602/07

Correspondence received

The Trustee Members discussed the update from the Bowls Club. An apology was given for the unnecessary work the Bowls Club had undertaken.

RESOLUTION: That the invoice for the replacement grippers for the bowls green at £1,200 is paid. ACTION: Venue Manager/Temporary Venue Manager

2602/08

Insurance

a & b. The Trustee Members received an update on the amendments requested to the insurance brokers. The Town Clerk noted an update received confirming that the broker has passed the amendments to the insurers and is now awaiting the return of the documents from them. The broker has advised that the request to the split cover is unusual and not something they would recommend as this can be detrimental, however they will do as the client instructs. In order to split the cover, valuations are required for each item and so the specific insurance values are requested to be provided to proceed.

RESOLUTION: That the brokers are chased up for the amended certificate and indicative work is carried out to research suitable alternative brokers ahead of the renewal work later in the year and this to be brought back to the next meeting.

ACTION: Venue Manager/Temporary Venue Manager

2602/09

Staff

a. The Trustee Members received an update with regards to a secondment agreement with the CIO for use of their staff. The acting Chair of the CIO advised he had received the document from the Venue Manager and this is under review due to some queries. The matter was deferred to the next meeting.

b. The Trustee Members considered beginning consultation with staff with regards to the appointment of a Finance and Insurance Officer as requested by Suzanne Stephenson. This matter was deferred to a closed section of the meeting.

c. The Trustee Members discussed receiving an update on the receipt of timesheets for CIO members of staff as requested by Hazel Fox. This matter was deferred to a closed section of the meeting.

2602/10

KLASSIC Pavilion Maintenance & Assets

a. The Trustee Members discussed receiving an update on the crack in the outside wall as requested by Chris Howard. It was discussed that the Venue Manager was tasked with regular monitoring of this as well as an identical crack on the other side of the building. This matter was deferred to the next meeting.

b. The Trustee Members discussed the continuation of provision of wi-fi at KLASSIC now that the current contract has ended.

RESOLUTION: That K-COM are approached with the competitive quotation received from TelGroup to obtain best value, if K-COM will not price match, to accept the 24-month term Business Fibre 500 quote at £49.99 (+ VAT).

ACTION: Venue Manager/Temporary Venue Manager

Suzanne Stephenson requested a recorded vote: In Favour: Joy Kofoed, Hazel Fox, Chris Howard, Pat Frankish, Barry Starkie. Against: Suzanne Stephenson.

c. The Trustee Members discussed receiving an update on the automated access gate, pavilion controlled access system and new booking system as requested by Chris Howard.

RESOLUTION: That a working group is formed to carry out research and bring back information and costings. That initial members of the working group are Joy Kofoed and Chris Howard with other Trustee Members welcomed to join.

d. The Trustee Members discussed receiving an update on the creation of an asset register. The Town Clerk reported that it was understood the staff had started this work and created two lists; of assets and inventory and will be looking to seek advice from the Trustee Members for the cut off value for assets.

RESOLUTION: That if necessary, the Temporary Venue Manager requests copies of the lists so that work can continue and a decision made around values at the next meeting.

ACTION: Venue Manager/Temporary Venue Manager

Signed: 

Dated: 04/03/2026

2602/11

Date of next Trustee Meeting

The Trustee Members agreed a date of Wednesday 4th March, 7pm at KLASSIC, if available, otherwise at the Diamond Jubilee Town Hall, for the next meeting.

2602/12

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.

2602/09

Staff

b. The Trustee Members considered beginning consultation with staff with regards to the appointment of a Finance and Insurance Officer as requested by Suzanne Stephenson. The proposal for a KLASSIC Finance, Regulatory and Finance Officer was explained. [REDACTED] as appropriate

RESOLUTION: That KLTC P&D Committee consult with the Venue Manager and develop job description(s) & person specification(s), research hours and remuneration for the potential two options (i) if there is a lease and (ii) if there is not a lease.

ACTION: P&D Committee

RESOLUTION: That the Town Clerk provides the Venue Manager with an initial update when appropriate.

c. The Trustee Members discussed receiving an update on the receipt of timesheets for CIO members of staff as requested by Hazel Fox.

RESOLUTION: That this matter is chased up to check if the Venue Manager has already asked the CIO members of staff and feedback is given to Trustee Members.

ACTION: Venue Manager/Temporary Venue Manager

The meeting closed at 20.21

Signed:

[REDACTED]

Dated: 04/03/2026