



**Minutes of the Meeting of the Trustee of KLASSIC Charity on  
Wednesday 4<sup>th</sup> March 2026  
Diamond Jubilee Town Hall, Kirton in Lindsey at 7.00pm.**

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

Trustee Members not present: David Garritt.

Also Present: 1 member of the public and KLTC Town Clerk: Neil Taylor-Matson.

**MINUTES**

2603/01

Apologies for Absence

Apologies were received from David Garritt, Temporary Venue Manager: Mandy Coote and Venue Manager: Cherilyn Morton.

2603/02

Minutes

The Trustee Members considered the minutes of the KLASSIC Charity Committee Meeting held on 4<sup>th</sup> February 2026. Suzanne Stephenson requested amendment to item 2602/09 to clarify that consultation would not be required with staff under both options.

**RESOLUTION: *That the words 'as appropriate' are added into the Resolution at 2602/09 and then the minutes be duly approved and signed.***

2603/03

Public Participation

No matters were raised.

Suzanne Stephenson requested to speak as a member of the public, this was not approved by the Chair who offered that Standing Order 1. t. be suspended to allow Suzanne Stephenson to address the meeting.

Standing Order 1. t. was suspended by Resolution.

Suzanne Stephenson referred to the case of Thurrock Council and the legal authority of the Council to act in the best interests of a charity, act in good faith and follow the trusts deed.

Standing Order 1. t. was reinstated.

The Town Clerk noted that the agenda item for Declarations of Interest and Dispensations was missed off the agenda in error, and apologised to members for this omission.

2603/04

Ongoing matters and updates

a. Finance

i. The Trustee Members received the KLASSIC accounts and bank statements for January 2026. Chris Howard noted concern that some users were including the word 'rent' in their online payment references. The Town Clerk noted the confirmation of registration with the Information Commissioners Office evidenced in the bank statements and cashbook.

ii. The Trustee Members received an update regarding financial oversight checks. The Town Clerk noted that oversight checks were not possible at this time as it was the Town Clerk who was currently managing the payments and receipts as cover for the Venue Manager. The Town Clerk also provided Trustee Members with updates regarding the re-signing of the Ellgia Duty of Care for waste collections. The monthly payments are taken by direct debit and depend on the weight collected. The Fire Detection and Alarm system inspection and service had taken place 16/02/2026 with no recommendations made. Orders had been placed with Origin Amenity for groundsman supplies – line marker and line marker flush through. One of the line markers purchased was blue as the groundsman was concerned to ensure one pitch was clearly marked out due to the number of white lines on the ground in the area. Cord Door Systems had quoted for repair to one of the window shutters which will not fully open. The quote was £400 for a new motor but came in after the agenda for the meeting was published. It was requested that the quotation is included on the next meeting agenda for discussion and decision.

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iii. The Trustee Members received updates from the CIO regarding their bank account, mandate and access. The Town Clerk reported updates received to note the CIO were holding a meeting on 23<sup>rd</sup> February to progress their bank mandate to remove the Venue Manager from this. On 24<sup>th</sup> February, following this meeting they provided full bank reconciliations of the monies paid in error to their bank account and transferred to the correct account. All bank statements for the same period were also provided to evidence the reconciliation. In terms of access, CIO members had transferred two further payments made in error, from Kirton Kreamers and Table Tennis. The CIO had advised their next meeting was to be on 3<sup>rd</sup> March, to discuss the secondment agreement and draft Short Form lease.

b. Year End Accounts 2024-2025, Independent Examiner and Annual Return

i. The Trustee Members received an update regarding annual returns and Charity Commission reporting. The Town Clerk reported that following queries at the last meeting about these matters, checks had been carried out to confirm the reporting completed between 2022 and 2024. In 2022 Kathy Cooper and Joy Kofoed signed off the reporting on 25<sup>th</sup> October 2022, in 2023 Hazel Fox and Pat Frankish signed off the reporting on 18<sup>th</sup> September 2023, and for 2024 Hazel Fox and Pat Frankish signed off the reporting on 10<sup>th</sup> March 2025.

ii. The Trustee Members discussed the requirement for the Annual Report and considered the draft received. The Town Clerk clarified that it is the Trustee Members responsibility to write the annual report but in order to assist, presented a draft for consideration and amendment.

**RESOLUTION: That the draft Annual Report was approved but that an item is added to next meeting agenda to discuss a formal reserves policy.**

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

iii. The Trustee Members received the draft annual accounts and noted comments or information requested by the Independent Examiner. Chris Howard queried the designated funds value of £5,000 on the Receipt and Payments Accounts which the Trustees discussed and confirmed had been earmarked. Regarding the Statement of Assets and Liabilities, Chris Howard noted that Adam Delsignore resigned from the Town Council, and so also as Trustee Member, on 9<sup>th</sup> January 2025 and so suggested that 'two who were members at that time' could be more appropriate wording in the report related to the setting up of the CIO. Hazel Fox noted that errors were identified on 23<sup>rd</sup> June and not 25<sup>th</sup> June as noted in the report regarding the start of the investigation work.

In terms of the first recommendation, to report a serious incident to the Charity Commission, the Trustee Members agreed this should be done and to note to the Independent Examiner that since the error was discovered KLASSIC has taken all steps to rectify this and the CIO have proven to be very cooperative in paying back all amounts and continue to transfer outstanding payments.

In terms of the query on decision making, the Trustee Members agreed they were running the Charity as best they could under Town Council Standing Orders but recognised that a remit should be in place for the Charity Committee.

In terms of the query on a Conflicts of Interest Policy, the Trustee Members noted that they continued to be acting in good faith under the intentions of the trust deed. Members agreed that a Conflicts of Interest Policy is needed and will be kept under review.

**RESOLUTION: That the person in the role prepares a draft Serious Incident report to bring back to the next meeting for consideration.**

**RESOLUTION: That an item is added to the next meeting agenda to consider who will draft a Conflicts of Interest Policy.**

c. Users, Licences and Agreements

i. The Trustee Members receive confirmation of payment made for the maintenance undertaken to the bowls green. The Town Clerk confirmed the payment of £1,200 agreed at the last meeting was processed.

ii. The Trustee Members discussed licences and agreements for the Bowls Club, Junior Football Club and Scouts.

**RESOLUTION: That this matter is deferred to a future meeting for more information from the Venue Manager. If at a further meeting the Venue Manager is not available enquiries are to be considered to be made directly with users. In the meantime, no licences or agreements are to be signed.**

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d. Insurance

i. The Trustee members received an update on the amendments/clarifications requested to the insurance brokers. Chris Howard noted that there are no 'panic bars' on the fire doors as noted in the insurance documentation and that thumb turns are installed on the fire exits instead. There is no signage at eye level on the fire exit doors (both internally and external 'Keep Clear'), or on the thumb turns to indicate the means of exit. The internal doors leading to one fire exit were noted to be locked when users were in the building.

**RESOLUTION: That the caretaker arranges for a fire risk assessment to be carried out with the Humberside Fire & Rescue Fire Safety Team.**

ii. The Trustees received information about suitable alternative brokers used by other local similar organisations.

**RESOLUTION: That amendments continue to be chased with Jack High and a new quotation for a policy with Zurich is sought, if the requirements to do so will not take too much time.**

e. Staffing

i. The Trustee members received an update on Venue Manager cover including hours worked. The Town Clerk provided an update on current arrangements, with the Town Clerk and Community Co-Ordinator sharing duties to cover the essential running of the venue over the contracted four hours per week, with no capacity for additional work. Over the previous week the Town Clerk had provided emergency cover but this had resulted in reduced performance and efficiency for all roles - day-to-day Town Clerk responsibilities, Assistant Clerk cover and Venue Manager cover.

**RESOLUTION: That the 16.5 hours cover worked by the Community Co-Ordinator as Temporary Venue Manager in February are approved for payment.**

**RESOLUTION: That a laptop, mobile phone and mobile phone contract are purchased for exclusive use of the Venue Manager four hours per week role up to a maximum of £900.**

**RESOLUTION: That a recommendation is made to the KLTC P&D Committee to look into hiring a temp as needed in line with the information they have ahead of the scheduled P&D Committee meeting on Monday 9<sup>th</sup> March.**

ii. The Trustee Members received an update on a secondment agreement for staff employed by the CIO. The Town Clerk reported an update received from the CIO noting their initial concerns with the agreement provided and that they were due to meet on 3<sup>rd</sup> March to discuss this.

Standing Order 3. e. was suspended by Resolution to allow the Chair of the CIO to clarify points to the meeting.

It was clarified that a re-draft was in process following their meeting, to produce a simple agreement.

Thanks were given for this information.

Standing Order 3. e. was reinstated.

**RESOLUTION: That the Trustee members await the presentation of the re-drafted secondment agreement back from the CIO for consideration and take advice from Hetts through the working group.**

The Town Clerk noted that the arrangements around the working group and Hetts were a Town Council matter.

iii. The Trustee Members received an update on timesheet reporting for staff.

**RESOLUTION: That Chris Howard designs a suitable timesheet to be printed for staff to complete in hard copy and that an approach is made by the Venue Manager on her return/cover staff about the requirements for the completion of timesheets.**

iv. The Trustee Members received an update from KLTC P&D Committee on consultation and development work regarding a potential Finance / Regulatory / Insurance Officer role. The KLTC P&D Committee reported that the item had been deferred at their recent meeting.

f. Pavillion Maintenance & Assets

i. The Trustee Members received an update on the cracks in the outside walls. The Town Clerk reported that the Caretaker was requested to provide updates on this but none were received.

ii. The Trustee Members received an update on internet connectivity and wi-fi provision. The Town Clerk reported that KCOM had agreed to a new two-year contract at £34.99 per month from 18/02/2026 on the reduced provision of their Fibre 300 service. The invoice for January, between contracts, was paid at £42.75 and that a credit note was negotiated for the February invoice, initially for the Fibre 900 service at £101.97, due to the new two-year contract agreed. A £60 credit was

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generated, leaving the invoice value at £41.97 which was paid.

iii. The Trustee Members received an update from the working group on proposals for an automated access gate, pavilion controlled access system and new booking system. Chris Howard gave an overview of the two booking system options researched.

**RESOLUTION: That the Venue Manager/cover staff sign up to the free three-month trial of the Hallmaster package for booking and invoicing which would become £279 per year after the free trial period.**

Joy Kofoed gave an update on the automated access gate system quotation from Automated Gates & Barriers.

**RESOLUTION: That this matter is deferred until the response from the CIO is received regarding the Short Form lease, considering that they were given 14 days to respond. If the CIO agree to the lease then consultation will be required, if the CIO decline the lease the quotation be accepted.**

Standing Order 3. x. was suspended by Resolution to enable the meeting to continue beyond a period of 2.5 hours.

Joy Kofoed gave an update on the quotation received for a pavilion controlled access system from Delta Security.

**RESOLUTION: That this matter is deferred until the response from the CIO is received regarding the Short Form lease, considering that they were given 14 days to respond and also the receipt of the fire risk assessment report.**

iv. The Trustee Members received an update on the creation of an asset register. The Town Clerk noted the work carried out by the staff so far and their queries on cut off values for assets vs inventory and whether items were building/exterior contents or assets. It was clarified that all items, including those belonging to other groups or organisations, should be listed.

**RESOLUTION: That an itemised list of everything is required and the Trustee members will decide categories for the items when they have the completed list.**

2603/05

North Lincolnshire Council – Playing Pitch Strategy survey

The Trustee Members received notification of the playing pitch strategy survey.

**RESOLUTION: That Barry Starkie completes the return on behalf of the Trustee Members.**

2603/06

Date of next Trustee Meeting

The Trustee Members agreed a date, time and place of the next KLASSIC Trustee meeting.

**RESOLUTION: That the next meeting be scheduled for 7pm on Tuesday 17<sup>th</sup> March.**

The meeting closed at 21.41

Signed:

Dated: