



**Minutes of the Meeting of the Trustee of KLASSIC Charity on
Wednesday 17th March 2026
Diamond Jubilee Town Hall, Kirton in Lindsey at 7.00pm.**

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

Trustee Members not present: David Garritt and Barry Starkie.

Also Present: Tony Pollitt, 2 members of the public, Venue Manager: Cheryl Morton and KLTC Town Clerk: Neil Taylor-Matson.

MINUTES

- 2603 2/01 Apologies for Absence
Apologies were received from David Garritt and Temporary Venue Manager: Mandy Coote.
- 2603 2/02 Declarations of Interest / Dispensations
a. No declarations were made
b. No dispensations were granted.
- 2603 2/03 Minutes
The Trustee Members considered the minutes of the KLASSIC Charity Committee Meeting held on 4th March 2026.
RESOLUTION: That the minutes be duly approved and signed.
- 2603 2/04 Public Participation
A member of the public noted at the previous meeting only one quotation had been sourced for an automated access gate system and offered details of other local companies offering automated access gate system provision. The information was passed to Joy Kofoed who accepted the contact details for other companies and thanked the member of the public for the information.
- 2603 2/05 Finance
The Committee received an update regarding financial oversight checks. The Town Clerk noted that no financial oversights had taken place due to the short timeframe of the return of the Venue Manager at four working hours.
- 2603 2/06 CIO updates
a. The Trustee Members received updates from the CIO regarding the secondment agreement document for staff employed by the CIO. The Town Clerk noted that the CIO had responded with a proposed secondment letter for the staff.
RESOLUTION: That the CIO are asked if they would agree in principle to invoicing KLASSIC going forward from 31st March for staff costs, and that members of the CIO are invited to meet with some/all Trustee Members to discuss the proposal and that a response is requested within seven days. **ACTION: Venue Manager**
b. The Trustee Members received any updates from the CLO regarding the KLTC draft Short Form Lease. The Town Clerk reported that the CIO has replied advising that they are looking to take legal advice based on the lease provided and would not be able to give an answer by the 14-day deadline which was given. They advised they would respond further as soon as possible. Trustee members queried why the CIO had referred to the document as a lease.

Standing Order 3. e. was suspended by Resolution to allow the Chair of the CIO to address the meeting to clarify what the Committee wanted from the CIO due to the terminology around the draft Short Form Lease. Suzanne Stephenson clarified that the document was an outline of the proposal and that the Committee needed to know if the CIO would accept in principle. The Chair of the CIO confirmed that they were taking advice and respond as soon as possible.

Standing Order 3. e. was reinstated.

Signed:

Dated:

2603 2/07

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

- a. The Committee considered confirming and signing the Annual Report as agreed at the last meeting. The Town Clerk advised that the Independent Examiner had recommended deferring this matter as the Annual Report is usually signed alongside the Annual Accounts.
- b. The Committee discussed a formal reserves policy. The Venue Manager confirmed that a Reserves Policy was adopted by the Committee in March 2024, however the values were noted at that time as requiring further work.

RESOLUTION: That the Reserves Policy is circulated to all Trustee Members ahead of the next meeting.

ACTION: Venue Manager

- c. The Committee received the draft Serious Incident report prepared by the Town Clerk for submission to the Charity Commission and agreed any actions required as agreed at the last meeting. The Trustees agreed to amend the draft prior to the submission of the report to the Charity Commission.

RESOLUTION: That the words 'this occurred after the trust corporation agreed in principle on the 27th November 2024 to transfer the assets, liabilities and undertakings to a CIO' replace 'because our Trustee Members planned to merge with this new CIO.' in the first paragraph of the 'Summary of Incident'.

ACTION: Town Clerk

RESOLUTION: That the words 'raised by the trust corporation to users' are added in after the word 'were' in the sentence 'invoices were raised to users giving the CIO bank account details' in the second paragraph of the 'Summary of Incident'.

ACTION: Town Clerk

RESOLUTION: That the words 'transferring the assets, liabilities and undertakings to a CIO.' replace the word 'merging.' in the 'Other Information' sentence.

ACTION: Town Clerk

RESOLUTION: That the words 'Mistakes that occurred were not in bad faith and we are now confident that steps have been taken to remedy the situation.' replace the paragraph 'This has all arisen due to the creation of the CIO and has highlighted an overall lack of clarity of decision making. Kirton in Lindsey Town Council are the Sole Trustee, but some decisions are made by Full Council and some by KLASSIC Charity Committee. This Committee recommended the setting up the CIO by three of the Committee members who became the original Trustees of the CIO.' as the final paragraph of the 'Summary of Incident'.

ACTION: Town Clerk

- d. The Trustee Members considered who is to draft a Conflicts of Interest Policy as agreed at the last meeting.

RESOLUTION: That the Venue Manager carries out research to bring back examples to a future meeting and that Suzanne Stephenson provides information to help via email.

ACTION: Venue Manager/Suzanne Stephenson

- e. The Trustee Members received any update on the annual accounts or information requested by the Independent Examiner. The Town Clerk reported that the Independent Examiner had advised that she was unable to have the final accounts and the management letter ahead of the agenda deadline for the meeting as it only provided two working days' notice. The Town Clerk advised that the submission was due by the 31st March and warned that it may be submitted late.

2603 2/08

Users, Licences and Agreements

The Trustee Members discussed licences and agreements for the Bowls Club, Junior Football Club and Scouts. The Venue Manager advised these were in place when KLASSIC was taken on by KLTC and she had tried to keep them updated.

RESOLUTION: That any future licences and agreements are updated and brought before the Committee before sign off.

ACTION: Venue Manager

RESOLUTION: That the Bowls Club, Junior Football Club and Scouts are asked if they are happy for a review of these licences / agreements to take place and responses are brought back to the next meeting.

ACTION: Venue Manager

2603 2/09

Insurance

a. The Trustee Members received any update on the amendments/clarifications requested to the insurance brokers and contact with suitable alternative broker. The Town Clerk noted no further responses from Winters & Co, but that the revision document they had provided had been circulated to Trustee Members. There had been no opportunity since the last meeting to contact Zurich.

b. The Trustee Members received an update on if the Fire Risk Assessment document does exist and if so, when it is due to be reviewed. The Venue Manager confirmed that there is currently no Fire

Signed:

Dated:

Risk Assessment document.

c. The Trustee Members received an update on arrangements for a Fire Risk Assessment with Humberside Fire and Rescue. The Town Clerk advised there had been no opportunity since the last meeting to task the Caretaker with this work, however in a conversation with a representative from Humberside Fire & Rescue earlier in the day, contact had been made to progress matters. Advice was provided during this conversation that there would be a conflict of interest for Humberside Fire and Rescue to formally help with the preparation of a Fire Risk Assessment. Information was now due to be passed to the Venue Manager to assist with the preparation and assessment work.

RESOLUTION: *This was noted as a priority action.* ACTION: Venue Manager

2603 2/10

Staffing

a. The Committee received an update on Venue Manager cover including hours worked. The Town Clerk reported that the Community Co-Ordinator had worked 7.75 hours in the five days cover period 3rd March to 9th March as Temporary Venue Manager

RESOLUTION: *That the 7.75 hours cover are paid.* ACTION: Town Clerk

b. The Trustee Members received an update on staff annual leave. The Venue Manager reported that no paid holiday had been taken by the Cleaner, Caretaker or Groundskeeper and advised that this should be paid prior to the end of the HMRC financial year. The Groundskeeper had also advised of a leave requirement and offered to provide the Caretaker with training and advice to provide cover in his absence.

RESOLUTION: *That holiday leave is paid.* ACTION: Venue Manager

c. The Trustee Members received an update on a secondment agreement for staff employed by the CIO. The Town Clerk apologised for this repeated agenda item which was dealt with at 2603 2/06.

d. The Trustee Members received an update on timesheet reporting for staff. The Town Clerk reported that this had not progressed as a suitable timesheet to be printed for staff to complete in hard copy not yet been provided as agreed at the last meeting. The Venue Manager confirmed all staff had stated that they are happy to share their timesheets with the Trustee Members.

e. The Trustee Members received an update on the purchase of equipment approved at the last meeting. The Town Clerk reported that there had been no opportunity since the last meeting to progress the purchase of the laptop and phone, however details had been provided to the Venue Manager of options to be considered in line with the budget provided at the last meeting.

2603 2/11

Pavillion Maintenance & Assets

a. The Trustee Members received any update on the cracks in the outside walls. The Venue Manager noted no change was noted in more recent comparison photos and that this is continued to be monitored. The Venue Manager offered to share the photos taken and to take some more for the next meeting.

b. The Trustee Members received an update on the creation of an asset register. The Venue Manager noted the amount of time required to produce the information the Trustee Members had clarified at the last meeting. The Trustee Members agreed that they now didn't require items belonging to other groups or organisations to be listed. The Venue Manager would continue the work to bring back to the next meeting.

2603 2/12

North Lincolnshire Council – Playing Pitch Strategy survey

The Committee received any update on the completion of the Playing Pitch Strategy Survey. The Town Clerk noted that Barry Starkie had offered to carry this out but had no further update for the meeting.

2603 2/13

Date of next Trustee Meeting

The Trustee Members agreed that the next meeting would be scheduled by the Chair on notification of the receipt of the annual accounts from the Independent Examiner and that this would be a one item agenda meeting to finalise the annual return to the Charity Commission.

The meeting closed at 20.32

Signed:

Dated: