



**Minutes of the Meeting of the Trustee of KLASSIC Charity on
Monday 20th April 2026
KLASSIC, Kirton in Lindsey at 7pm.**

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

Trustee Members not present : David Garritt, Joy Kofoed & Barry Starkie

Also Present : Venue Manager (Cherilyn Morton), Town Clerk (Neil Taylor-Matson), and 4 Trustees of Men in Sheds (Kirton Shed).

Minutes

2604/01 Apologies for Absence
Apologies were received from Joy Kofoed & Tony Pollitt.

2604/02 Declarations of Interest / Dispensations
a) No declarations were made.
b) No dispensations were given.

2604/03 Public Participation
The four Trustees of Med in Sheds (Kirton Shed) introduced themselves and the Trustee Members had a chance to ask questions.

The Chair proposed that item 2604/09 (a) was moved forward to allow discussion while the members of Kirton Shed were still present and the other Trustee Members agreed.

RESOLUTION: That item 2604/09 (a) be brought forward for discussion.

2604/09 Correspondence
a) The Trustee Members discussed the information given to them by the Kirton Shed Trustees, including the possible need to move KLASSIC containers and not wanting them to be placed near the gate for security reasons, the dimensions of the Shed, the user agreement and the need to keep access to the bowls area.

RESOLUTION: The Trustee Members agree in principle to Kirton Shed being placed within KLASSIC.

RESOLUTION: That a working group of Trustee Members is set up to meet with Kirton Shed Trustees and discuss placement of the shed.

RESOLUTION: That CH lead and speak to other Trustee Members about joining the working group before arranging a meeting with Kirton Shed.

RESOLUTION: That the working group will then look at a user agreement/service agreement.

The Venue Manager asked if Trustee Members would like her to be involved due to her knowledge of what is in the containers and it was agreed that she be involved with the work of the working group and Kirton Shed Trustees.

2604/04 Minutes
The Trustee Members considered the minutes of the KLASSIC Charity Committee meetings held on-

- 17th March 2026
- 26th March 2026

RESOLUTION: That the minutes of the 17th March 2026 meeting are approved with amendments.

RESOLUTION: That the minutes of the 26th March 2026 meeting are approved with amendments.

Signed:

Dated:

- 2604/05 Finances
The Trustee Members received an update from the Town Clerk with regards to the financial oversight checks.
- 2604/06 Charity Commission Annual Return
The Trustee Members received confirmation that the Charity Commission Annual Return was submitted in time on 31st March 2026.
- 2604/07 Policies and Procedures
- a) The Trustee Members discussed the Fire Risk Assessment (FRA) received from Alan E Mitchell Ltd. The Venue Manager informed the Trustee Members that she had taken the actions from the FRA and created a spreadsheet that can be sent out to everyone as updates are made to it. The Venue Manager asked Trustee Members to note that the £150 fee for the FRA didn't include VAT so that was added to the payment when made.
RESOLUTION: That the new Fire Risk Assessment is agreed for adoption immediately.
 - b) The Trustee Members discussed the Reserve Policy last agreed in March 2024.
RESOLUTION: That the Reserves Policy is approved once amendments have been made.
 - c) The Trustee Members discussed the draft Amounts for Reserve Policy.
RESOLUTION: That a decision is deferred for three months to allow for research into the amounts needed.
- 2604/08 CIO Update
Kirton in Lindsey Town Council had received a reply from the CIO stating that they had been advised the lease poses unacceptable financial risks to the CIO and so they would not be accepting it. The Trustee Members discussed the best way to now move KLASSIC forward.
RESOLUTION: That the Venue Manager creates a bullet point list of jobs being done, that need to be done and issues relating to KLASSIC.
RESOLUTION: That an Extraordinary Meeting of the Full Trustee is then called.
- 2604/09 Correspondence
- a) Item discussed earlier in the meeting.
 - b) The Trustee discussed the correspondence received about a Pitch in Competition with the chance of winning £5,000 worth of building materials.
RESOLUTION: That this is not progressed due to not currently needing any building works done.
- 2604/10 KLASSIC Pavilion Maintenance & Assets
- a) The Trustee Members received the quote of £400 + VAT to replace the broken shutter motor.
RESOLUTION: That the quote is approved on condition it includes a 12mth warranty.
 - b) The Trustee Members received the cost of £432 for the roller repair.
 - c) The Trustee Members updated the Venue Manager about the booking system agreed during her absence.
RESOLUTION: That CH send the booking system details to the Venue Manager for use.
 - d) The Trustee Members discussed applying to the Police and Crime Commissioner (PCC) Round 8 Grant Funding for the automatic gate with the one quote received. The Venue Manager informed Trustee Members that, due to currently working to Standing Orders, according to Standing Order 17B, they have to follow financial regulations and financial regulations 5.1, 5.3 and 5.8 state that they have to have at least three quotes.
RESOLUTION: That the Venue Manager apply for the PCC funding once three quotes have been received.
- 2604/11 Date of next Trustee Meeting
The Trustee Members discussed the best time to hold the next meeting with the priority being on how to move KLASSIC forward.
RESOLUTION: That this be decided at Full Council when all Trustee Members are present.

Signed:

Dated:

2604/12

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.

2604/13

Staffing Matters

The Venue Manager updated the Trustee Members on the increase in minimum wage that came in on 1st April 2026.

RESOLUTION: That the Venue Manager speak to ACAS with regards to the staff employed by the CIO but doing work for, and being paid by, KLASSIC Sole Trustee.

Signed:

Dated: