



**Minutes of the Meeting of the Trustee of KLASSIC Charity on  
Wednesday 3<sup>rd</sup> June 2026  
KLASSIC, Kirton in Lindsey at 7pm.**

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

Trustee Members not present : David Garritt, Karen Gunn & Suzanne Stephenson.

Also Present : Venue Manager (Cherilyn Morton) and 2 Members of the Public.

At the start of the meeting the Chair reminded those present that meetings are recorded for the purpose of minute writing only, as per resolution 2412/02. The Venue Manager informed Trustee Members that she had been advised that recordings should not include the public participation or closed sections of the meeting. CH requested that meeting no longer be recorded at all, which was discussed.

**RESOLUTION: That meetings are not recorded for three months and then this item is revisited.**

### Minutes

2606/01 Apologies for Absence  
Apologies were received from David Garritt & Suzanne Stephenson.

2606/02 Declarations of Interest / Dispensations  
a) No declarations were made.  
b) No dispensations were given.

2606/03 Public Participation  
A member of the public spoke about the CIO employees and questioned why they are not simply being transferred to KLASSIC (KLTC Sole Trustee). The Chair explained that all avenues were being looked into. The member of the public also mentioned that the CIO had already sent KLASSIC (KLTC Sole Trustee) a copy of the staff contracts as per agenda item 2606/12 b).

2606/04 Minutes  
The Trustee Members considered the minutes of the KLASSIC Charity Committee meetings held on-  

- 20<sup>th</sup> April 2026
- 11<sup>th</sup> May 2026

**RESOLUTION: That the minutes of the 20<sup>th</sup> April 2026 meeting are approved without amendment.**

**RESOLUTION: That the minutes of the 11<sup>th</sup> May 2026 meeting are approved with one amendment.**

2606/05 Finances  

- a) The Trustee Members received an update from the Town Clerk via the Venue Manager with regards to the financial oversight checks.
- b) The Trustee Members discussed the accounts and bank statements received (December 2025 to April 2026 inclusive). It was requested for the Venue Manager to remember to send out bank reconciliations too.
- c) The Trustee Members discussed the need for a savings account, as per the Independent Examiners advice.

**RESOLUTION: To open a 6 month fixed term account with Co-operative Bank and transfer £10,000.**

**Action: Venue Manager**

**RESOLUTION: To open a 95 day notice account with Co-operative Bank and transfer £10,000.**

**Action: Venue Manager**

Signed:

Dated:

- d) The Venue Manager updated the Trustee Members with previously unknown historic information, regarding the previous Trustees having signed a contract with an energy comparison site that the current Trustees and Venue Manager had no knowledge of.

**RESOLUTION: That this item is deferred for discussion to the next meeting to allow the Venue Manager more time to gather information.**

- e) The Venue Manager informed the Trustee Members that there was no update to receive with regards to resolving the ongoing insurance matters at this time. It was suggested that the Venue Manager speak to the sports facilities at Broughton, Bottesford & Winterton and ask who their insurance provider is.

2606/06

Kirton Shed

CH informed the Trustee Members that no further communication had been received but that he would get in touch with Kirton Lindsey Shed to see how things are going.

2606/07

Policies, Procedures and Risk Assessments

The Trustee Members discussed the continuing work on the Fire Risk Assessment (FRA) actions and what was still needed to be done. It was suggested to speak to the Town Hall and St Andrews United Church with regards to a Fire Policy which PF agreed to do.

2606/08

Correspondence

The Trustee Members discussed correspondence received by the Venue Manager.

**RESOLUTION: That all correspondence received is forwarded to Trustee Committee Members for three months and then this item is brought back for further discussion.**

2606/09

KLASSIC Pavilion Maintenance & Assets

- a) The Trustee Members discussed the quote received to repair both boilers after they were serviced.

**RESOLUTION: That the quote of £187.25 + VAT is accepted and the works agreed to go ahead.**

- b) The Trustee Members discussed the quote received to flush the heating system while the above repairs are being carried out.

**RESOLUTION: That the quote of £450 + VAT is accepted and the works agreed to go ahead.**

- c) The Venue Manager informed the Trustee Members that she hadn't yet had time to progress the installation of the booking system.

**RESOLUTION: That screenshots of the following months bookings calendar are sent to all Trustee Committee Members during the last week of the previous month.**

- d) The Trustee Members received an update on the PCC grant application and that a response should be received in July.

- e) The Trustee Members received an update on the brick cracking monitoring.

**RESOLUTION: To source three quotes for a structural engineer to review the cracking and prepare a report.**

**RESOLUTION: That the Groundskeeper is asked to mark where the cracks start and end for future tracking.**

- f) The Venue Manager informed the Trustee Members that she hadn't yet had time to progress the Asset Register requested. It was suggested that she speak to the other three staff members to see if they would be willing to take this on.

- g) The Trustee received information about Replay & Football Foundation Pitch Power grant funding for field maintenance.

**RESOLUTION: That the free Pitch Power report is accepted from Replay.**

**RESOLUTION: That preparation work is started on a budget to check availability for the KLASSIC contribution to the funding.**

2606/10

Date of next Trustee Meeting

The Trustee Members agreed dates for the next two KLASSIC Meetings to be held on the first Wednesday of the month –

- 1<sup>st</sup> July, 7pm at KLASSIC
- 5<sup>th</sup> August, 7pm at KLASSIC

Signed:

Dated:

2606/11

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.**

2606/12

Staffing Matters

- a) The Trustee Members received an update from the Staffing Working Group.
- b) The Trustee Members discussed the need to seek the consent to disclosure of the CIO employees contracts and noted that the member of the public had said earlier that they already have a copy of said contracts.

**RESOLUTION: That an email is sent to the CIO asking for confirmation that the Staff Working Group may disclose the CIO staff members contracts to the solicitor.**

- c) The Trustee Members discussed staff contracts.

**RESOLUTION: That the cleaners contract is reviewed by the Staff Working Group in light of the new employment laws, and then brought back to the next meeting.**

Meeting Closed 8.30pm

Signed:

Dated: