Kirton in Lindsey Actively Supporting Sport In the Community KLASSIC

Minutes of the Meeting of the Trustee of KLASSIC Charity on
Wednesday 5th August 2026
KLASSIC, Kirton in Lindsey at 7pm.

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

Trustee Members not present : David Garritt, Tony Pollitt & Suzanne Stephenson.

Also Present : Venue Manager (VM) (Cherilyn Morton), Town Clerk (TC) (Neil Taylor-Matson) and a representative from Replay.

Before the meeting started the representative from Replay gave a short presentation of the Football Foundation Pitch Power Funding.

Minutes

2608/01 Apologies for Absence
Apologies were received from Tony Pollitt and Suzanne Stephenson.

2608/02 Declarations of Interest / Dispensations
a) No declarations were made.
b) No dispensations were given.

2608/03 Public Participation
No members of the public were present.

2608/04 Minutes
The Trustee Members considered the minutes of the KLASSIC Charity Committee meeting held on 1st July 2026. The Trustee asked for thanks to be recorded to the Venue Manager saying the Minutes were written well.
RESOLUTION: That the minutes of the 1st July 2026 meeting are approved.

2608/05 Finances
a) The Trustee Members received an update regarding financial oversights from the Town Clerk noting no issues raised.
b) The Trustee Members agreed the accounts, bank statements and bank reconciliations received.
c) The Trustee Members were informed that there was no update to give at this time on the opening of a savings account.
d) The Trustee Members discussed the insurance quotes received. HF raised a few queries with regards to answers on one insurers Statement of Facts.
    i. That excluded items included activities involving weaponry and so did this include archery. The Venue Manager update the Trustee Members that that the archery club had their own insurance.
    ii. That the Charity registration number was missing.
    iii. That there wasn't a policy number.
    iv. If the solar panels were generating less than 50kw. The Venue Manager did not know the answer to this question.
    v. Whether the wall cracks should be mentioned. The Trustee Members discussed this and decided not to inform the insurers until more information about the cracks was known.
    vi. That the built date needed changing from 2023 to 2013.
    vii. Whether the fire protection was (L1/P1) with remote signalling. The Venue Manager did not know the answer to this question.

Signed: Dated:

viii. Whether the Intruder Alarm was remote signalling – single path. The Venue Manager confirmed that the alarm did have an auto dialler but was unsure if that was the same thing.
ix. Whether KLASSIC has a written and recorded maintenance plan that includes regular inspections of flat roofs, gutters, downpipes, drains and the general fabric of the building at least once a year as the form showed that 'yes' was ticked. The Venue Manager said that that she had ticked yes but had stated on the form that the record was only partly completed.
x. That it was stated that KLASSIC has fixed electrical inspections undertaken and certified by NICEIC/ECA/NAPIT (full Scope) contractors every 5 years and Portable Appliance Testing undertaken at least once a year. The Venue Manager confirm that all electrical testing was up to date.
xi. That KLASSIC has a completed Health and Safety policy which sets out the specific responsibilities of those required to implement them as the form showed that 'yes' was ticked. The Venue Manager told the Trustee members that she had ticked 'no' on the form but stated it was in process.

RESOLUTION: That the Ansvar insurance quote from CAS Insurance Services Ltd is accepted subject to the queries being answered.

Action: Venue Manager

RESOLUTION: That Winter and Co are written to and informed that KLASSIC will not be renewing insurance through them.

Action: Venue Manager

e) The Trustee Members received the proposed hourly hire fees for 2026/27.

RESOLUTION: That the 2025/26 hourly rates are increased by 3%, and rounded up to the nearest 50p, for 2026/27

Action: Venue Manager

f) The Trustee Members were notified that work has started on the information needed for the Independent Examiner and Charity Commission Report for completion by December.

g) The Trustee Members received an update that the PCC funding application for the automatic gate system was unsuccessful. It was agreed that further funding options would be looked into when staffing allows. Concern was raised about traveller encampments and knowledge of the lock combination.

RESOLUTION: That the outside tap is switch off during the night time.

Action: Caretaker

2608/06 Kirton Lindsey Shed

CH gave an update to the Trustee Members with regards to the possibility of needing planning permission and the Kirton Lindsey Shed Trustees looking at purchasing a portacabin.

RESOLUTION: The final location of Kirton Lindsey Shed portacabin is to be the land bound by the eastern site boundary, the garage and the bowls club access road.

RESOLIUTION: The temporary location of the new Kirton Lindsey Shed portacabin is the south eastern end of the carpark over the designated staff parking bays as close to the site boundary as possible.

RESOLUTION: That a letter is written to Kirton Lindsey Shed to update them on the two above resolutions subject to the portacabin being of a suitable appearance, the understanding that they are fully responsible for any required planning permission and any legal obligations (including insurance), and agreement of terms and fees.

Action: Venue Manager

2608/07 Policies, Procedures and Risk Assessments

a) The Venue Manager gave an update on the progress of the Fire Risk Assessment (FRA) action plan and that the only things left needing doing are the emergency push bars, the automatic closers on the hall cupboard doors and the policy & procedure document. Work had been done on the emergency lighting and break call point in the stairwell and attic but, as it had not been installed in the way it had been requested, the company were booked in to come back and correct the work.

RESOLUTION: That the quote of £4855 + VAT from Lincoln Security for the supply and fitting of the required push bars is accepted.

b) The Trustee Members discussed the first draft Remit for the KLASSIC Charity Committee and agreed a number of changes:
i. That "Work for the benefit and best interests of KLASSIC Park and it's future" is added at the end.

ii. That "The Charity Committee is set up by Kirton in Lindsey Town Council (KLTC) as sole Trustee to delegate the day to day management of the Charity" is added.
iii. That "All members of the Council are Trustee Members and are able to be appointed to the committee via nomination at KLTC Full Council meetings" is added.
iv. That "The Chair of the committee is appointed via nomination by KLTC Full Council" is added.
v. That Governance and Compliance section is altered to read "Ensuring the charity operates strictly within its governing document and fulfils all statutory du es, including preparation and submitting annual reports, accounting records and financial statements to the Charity Commission. Ensuring that the Charity Commission are promptly informed of any changes to registered particulars".
vi. That the word "including" is added to the Conflict Management section.
vii. That "To agree methods for making decisions by delegation in order to deal with cases of urgency when a meeting is impractical" is added under Delegation and Administration.
viii. That "Employ and remunerate staff as are necessary for carrying out the work of the Charity" is added under Delegation and Administration.
ix. That "The committee operates under, and is to fulfil the obligations of, the Trust Deed" is added under Duties.
x. That "in conjunction with the relevant staff member(s)" is added to "To source and apply for appropriate funding available" under Duties.
xi. That "To meet the requirements of the support of the Football Association including the standard of pitch maintenance, access and provision" is added under Duties.
xii. That "including annual fees" is added to "At set intervals, agree rates of hire and regular user group fees" under Duties.

RESOLUTION: That the changes be made and brought back to the next meeting.
Action: Venue Manager

c) The Trustee Members discussed the draft Conflicts of Interest Policy presented and agreed a number of changes:
i. That the wording "governing document" be used to describe the KLASSIC Deed of Trust.
ii. That the amounts recorded on the Register of Interests, for gifts and hospitality, is a value of £25 and over.
iii. That the Register of Interests will be maintained by the Charity.

RESOLUTION: That the Conflicts of Interest Policy is approved with amendments.
Action: Venue Manager

2608/08 KLASSIC Maintenance & Assets

a) The Trustee Members received an update on the brick cracking monitoring and that the cracking is now also identified inside the building and is thought to be linked to the historic exterior cracking. The Trustee Members also received a quote for a Chartered Surveyor's Report.

RESOLUTION: That a report is not requested at this time and the cracks continue to be monitored.

HF requested a recorded vote: For – JK, PF & BS: Against – HF & CH

RESOLUTION: That a whole pavilion check is done for other cracks and a brief report is brought back to the next meeting.
Action: Caretaker & Groundskeeper

PF left the meeting

b) There was no update to receive on the booking system at this time.
c) The Trustee Members received an update on the application for the tractor container funding.

RESOLUTION: That HF look at the funding available.
Action: Hazel Fox

d) The Trustee Members discussed the Pitch Power report and Football Foundation Funding available.

RESOLUTION: That a decision to apply for the funding is deferred until a Finance Officer is appointed and can look at the figures.

e) The Town Clerk gave an update on KLASSIC directional signage in the town and is in communication with North Lincolnshire Council initially. Further information to be brought back to a future meeting.

Signed: Dated:

2608/09 Correspondence

a) The Trustee Members did not discuss the correspondence received due to the length of the meeting. JK asked how long it had been resolved for correspondence to be sent to Trustee Members and the Venue Manger clarified there was one month to go before it had been agreed this would be discussed again.
b) The Venue Manager updated the Trustee Members on the email received, and forwarded, on 26th June 2026 from Newett Homes about sponsorship or donations. The Trustee Members agreed for the Venue Manager to carry on talking to Newett Homes.

2608/10 Date of next Trustee Meeting

The Venue Manger informed the Trustee Members that she will be on annual leave on the date of the next meeting, 21st September 2026. The Trustee Members agreed to change the date.
RESOLUTION: That all Trustee Members are asked for alternative available dates around the 21st September.

Action: Venue Manager

2608/11 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.

2608/12 Staffing Matters

a) The Trustee Members agreed to defer this item to the next meeting due to the length of the meeting and that further information from the working group was also to be provided.

Standing Order 3(x) was suspended for the meeting to continue.

b) The Trustee Members discussed the payment of sick pay to the regular hours member of staff. The Venue Manager raised concerns about the payment of sick pay for staff members without regular hours and this was agreed to be a concern.

RESOLUTION: That sick pay is paid at the member of staff's normal monthly amount.

Action: Venue Manager

2608/13 Finances

The Trustee Members agreed to defer discussion of the hire rates for the users that have a yearly invoice, including proposed rates for Kirton Lindsey Shed, to the next Trustee meeting.

The meeting closed at 21.35

Signed: Dated: