Kirton in Lindsey Actively Supporting Sport In the Community KLASSIC

Minutes of the Meeting of the KLASSIC Charity Committee on

Wednesday 2nd September 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 2 members of the public (part).

Minutes

2609/01 Apologies for Absence

Apologies were received from Tony Pollitt and Suzanne Stephenson.

2609/02 Declarations of Interest / Dispensations

a) No declarations were made.
b) No dispensations were given.

2609/03 Public Participation

No matters were raised.

2609/04 Minutes

a) The Trustee Members considered the minutes of the KLASSIC Charity Committee meeting held on 5th August 2026.

RESOLUTION: That the minutes of the 5th August 2026 meeting are approved with the following amendments –

- **The Committee name is changed from the 'Trustee of KLASSIC Charity' to 'KLASSIC Charity Committee'**
- **In item 2608/06 the extra 'I' in the word Resolution is removed.**
- **In item 2608/07, b) v. the word 'du es' is corrected to 'duties'**

b) The Trustee Members reviewed the audio recording of Trustee Meetings as per the premeeting resolution made on 3rd June 2026. The Venue Manager explained that KLASSIC Charity Committee Minutes must contain more information, as per the Charity Commission guidelines, particularly with regard to any potential conflicts of interest.

RESOLUTION: That, as per the Full Council Minutes of the meeting held on 24th June 2026, item 2606/15 f. the Town Council (Sole Trustee of KLASSIC) will not carry out any digital recording of any part of any meeting.

Signed: [redacted] Dated: 20/10/2026

2609/05 Finances

a) The Trustee Members received an update regarding financial oversight checks from the Town Clerk noting that the bank statement had not yet arrived this month.
b) The Trustee Members agreed the accounts, bank statements and bank reconciliations received. CH requested clarification regarding the cash donation received, it was agreed to add 'from a member of the public' to the finance records.
c) The Venue Manager updated the Trustee Members about the opening of a savings account, in that both the CCLA and the Charity Bank each have 3 possible accounts which need looking in to more.
d) The Trustee Members received notice that new insurance is in place.
e) The Trustee Members discussed the possibility of replacing the KLASSIC gate padlock. It was agreed it was not needed at this time and that changing the combination on the existing padlock would be looked into first.
f) The Trustee Members discussed applying for funding from the PCC round 9 funding for the automatic gate. The Venue Manager was requested to send the completed previous application for round 8 and deadline information for round 9 to all Trustee Members for comment before applying again. [redacted] The chair to complete a new application.
g) The Trustee Members discussed the donation or chargeback of Groundkeepers time, and/or cost of paint, to mark out the Summer Gala racetrack and agreed not to charge the Town Council but to add it to the Kirton in Lindsey Town Council Budgeted Grant Application when applying in November 2026.
h) The Trustee Members received correspondence from the Independent Examiner explaining that they will no longer be doing independent examinations after 31st December 2026. She advised that the threshold for needing an independent examination is increasing to £40,000 and so KLASSIC may not need to have one done in the future until it reaches that amount of income. The Trustee Members requested that thanks be sent to the Independent Examiner and agreed that future independent examinations would not be sought until KLASSIC income is ever close to the threshold.

2609/06 KLASSIC Charity

The trustee Members received an update from the Charity Commission, with regards to the Serious Incident Report submitted on 19th March, requiring answers to two questions–

1 Has a final decision now been made on whether the assets, liabilities and undertakings will be transferred from the unincorporated charity (1115978) to the CIO (1212125), or whether the land and buildings will instead be leased to the CIO?

RESOLUTION: That a reply of 'The unincorporated charity (1115978) continues to look after KLASSIC' is sent.

2 If a final decision has been made, please provide:
- the date of the decision;
- the minutes recording the decision;
- the reasons why the trustee considered this was in the best interests of the charity.

Signed: [redacted] Dated: 20/10/2026

RESOLUTION: That the following replies are sent –

- **The decisions were made by Kirton in Lindsey Town Council at the Full Council meeting held on 27th May 2026**
- **The minutes recorded are Item 2605/11 KLASSIC**
  The Council discussed correspondence required in reply to the CIO and Hetts solicitors.
  RESOLUTION: That thanks are sent to the CIO for their correspondence, noting their statement about the advice they have received, and that without specifics the Council is unable to respond further and consider the matter is now closed.
  RESOLUTION: That Hetts solicitors are informed that the aspect of the work related to the drafting of the lease is now closed.
- **The CIO could not accept the terms of the lease offered and agreement could not be reached on the way forward.**

2609/07 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. The Venue Manger informed the Trustee Members that she had been in touch with the company for the push bars and was chasing them up for fitting.

b) The Trustee Members discussed the draft Remit for the KLASSIC Charity Committee and agreed a number of changes:
   i. That "This Committee meets on the third Monday of the month" is altered to "This Committee meets monthly".
   ii. That the word "any" is removed from the last sentence of the Governance and Compliance section.
   iii. That "To meet the requirements of the support of the Football Association including the standard of pitch maintenance, access and provision" be removed.

RESOLUTION: That the remit is approved with the changes requested and reviewed in 6 months and is taken to the next KLTC Full Council meeting for approval.

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

2609/08 KLASSIC Maintenance & Assets

a) The Venue Manager informed the Trustee Members that there had been no change in the brick cracking. It was requested that she take photos to record the monitoring in future.

b) HF gave an update on the application for the tractor container funding and that she was now verified with the Football Foundation but was still attempting to get the Venue Manager verified. It was suggested that North Lincolnshire Council Community Funding could be looked at as an alternative funding source.

c) The Town Clerk gave the Trustee Members an update on contact with North Lincolnshire Council (NLC) regarding KLASSIC directional signage in the town. NLC have declined the request for brown sports centre signage but agreed to replacement of the existing small direction signs placed around the town, at the

Signed: [redacted] Dated: 20/10/2026

expense of KLTC or KLASSIC. The Town Clerk is looking into the pricing for signs.

d) The Venue Manger updated the Trustee Members on field maintenance required as wild rabbits are digging holes within the pitches. These holes have only appeared since the building work on Ings Road started and could cause serious injury to a KLASSIC user.

RESOLUTION: That permission is given for the Venue Manager to spend up to £1,000 on pest control to reduce the number of rabbits around the field.

RESOLUTION: That Newett Homes is approached to request funding towards the cost of pest control.

Action: Venue Manager

e) The Trustee Members received an update regarding notification from Anglian Water of a water leak at KLASSIC. The Venue Manager had found the leak and switched off water to it before asking the Groundskeeper to see if they could mend it.

f) The Venue Manager updated the Trustee Members on progress with the booking system and communication with Hallmaster, including booking in to have a demo with Hallmaster and that they advised that KLASSIC will not require its own website at first to use the system. This item will be brought back to the next meeting.

2608/09 KLASSIC User Groups

The Trustee Members received updates on KLASSIC user groups -

a) Due to the lack of adult helpers the Scouting Groups have had to reduce their hours from 4 to 1.5 but are hoping this will increase again in the future.

b) Lullababy has ceased meeting due to personal reasons.

c) Manor Park Football Club have requested to use KLASSIC as it's home ground for the second year running.

d) Blyton Wonderers men's team have requested to use KLASSIC as their home ground but have not responded to the Venue Managers reply email.

2609/10 Kirton Lindsey Shed

There was no update to give at this meeting.

2609/11 Correspondence

a) The Trustee Members did not feel a need to discuss any correspondence received.

b) The Trustee Members requested that only correspondence from Gov.uk / the Charity Commission and any about funding are continued to be forwarded.

c) The Trustee Members discussed the email received requesting use of the spare tables in the attic for the KLAGs show and agreed the tables could be used free of charge but that the group needed to assist with collection and return.

2609/12 Date of next Trustee Meeting

The Venue Manger informed the Trustee Members that, due to the reduction of user hours, KLASSIC Hall is now available on a Tuesday evening for the foreseeable future. The Trustee Members agreed to meet on the third Tuesday of the month until further notice. Therefore the next meeting will be held on Tuesday 20th October with agenda items to be received in writing by Monday 12th October.

Signed: [redacted] Dated: 20/10/2026

2609/13 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.

2609/14 Staffing Matters

The Trustee Members were updated by the staffing working group regarding the job descriptions for the Venue Manger and Finance Officer. The Town Clerk raised concerns around lack of consultation with members of staff as early as possible in the formative stages of the process. Discussion also took place on the most appropriate sources of professional advice required.

RESOLUTION: That the Staffing Working Group submit the draft outline job description for the Venue Manager and Finance Officer, with agreed amendments, staffing matters for Groundskeeper & Caretaker, and staffing matters for Venue Manager, to Hetts Solicitors and seek advice on a way forward.

Action: Staffing Working Group.

The meeting closed at 21.15

Signed: [redacted] Dated: 20/10/2026