Kirton in Lindsey Actively Supporting Sport In the Community KLASSIC

Minutes of the Meeting of the KLASSIC Charity Committee on

Tuesday 20th October 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 & Suzanne Stephenson.

Also Present : Venue Manager (VM) (Cherilyn Morton), Town Clerk (TC) (Neil Taylor-Matson) and 1 member of the public (part).

Minutes

2610/01 Apologies for Absence

Apologies were received from Suzanne Stephenson.

2610/02 Declarations of Interest / Dispensations

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

2610/03 Public Participation

No matters were raised.

2610/04 Minutes

a) The Trustee Members considered the minutes of the KLASSIC Charity Committee meeting held on 2nd September 2026.

RESOLUTION: That the minutes of the 2nd September 2026 meeting are approved with the following amendment –

Item 2609/05 Finances – 'The Chair to complete a new application' is added to 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.

a) The Trustee Members considered the minutes of the KLASSIC Charity Committee Extraordinary meeting held on 7th October 2026.

RESOLUTION: That the minutes of the 7th October 2026 meeting are approved and signed.

b) The Chair signed the amendment made to the 11th May 2026 minutes as approved.

2610/05 Finances

a) The Trustee Members received an update regarding financial oversight checks from the Town Clerk noting that the only concern was over financial income due to the lack of budget to inform decision, including -

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- That there are increased staff costs compared to how the Charity ran prior to the Town Council taking on the Charity as sole trustee,
- That the bank balance has reduced from £79,400 in Aril 2023 to £63, 671 as of September 2026,
- That Trustee Members need to consider how new projects are to be paid for, and how staff costs are to be covered, as no new fundraising activities are planned or taking place,
- That a reduction in the financial stability of the Charity is clear due to increased costs, including rising energy costs and the Sole Trustee implementation of the provision of broadband,
- That no field maintenance has been carried out in recent years and that, along with the pavilion, the field is the biggest asset the Charity has and potentially brings in the largest income,
- That the new booking system may increase efficiency and visibility of the Charity but that the initial work to set it up, move across existing bookings, set up user accounts, deal with queries and promote use etc is time intensive, and that it had so far taken the Venue Manager six hours over seven days to begin the process (contractual hours = four hours per week),
- That the introduction of a Finance Officer role could help, but this is not yet known. How is this position to be paid for with no budget in place,
- Finally, that there is continued pressure on the Venue Manager with the additional workload of lengthy meetings, audit preparation, users & bookings and management of staff including payroll.

CH reminded the Trustee Members of the extra expenses that were being paid out this year due to the Fire Risk Assessment and works needed on the insurance policy.

b) The Trustee Members agreed the accounts and bank statements received. The Venue Manager was reminded of the need to send the Bank Reconciliations out with the other information. The Venue Manager apologised for not including the document with the agenda documentation sent out this month which was in error.

c) The Trustee Members discussed the Kirton in Lindsey Town Council (KLTC) Budgeted Grant and agreed the amounts of £1,028 for waste removal, £500 for maintenance of the land the outdoor gym equipment is on, £2,235 for the Caretaker & Groundskeeper time in opening & closing KLASSIC gates plus litter picking, race track line marking for the Summer Gala, and maintenance of the field & car park for the public use, and £2,000 towards match funding for the automatic gate system (funding applied for from the PCC Round 9 application). Total £5,763

RESOLUTION: That a requirement cost of £5,763 is expressed using the breakdown above and that a contribution by KLTC is requested of £5,000.

d) The Trustee Members received an update from the Chair on the PCC round 9 funding for the automatic gate. The Chair requested an amendment to the original resolution - 11th May 2026 item 2605/05 RESOLUTION: That Quote 1 was agreed to be used for the PCC funding application at a cost of £ 15,167.89 – as upon applying it was evident that quote wouldn't be accepted so the lowest quote received was used to increase the chances of acceptance.

e) The Trustee Members discussed funding towards future projects. JK questioned whether S106 money was still available from the building of Maple Close

Resolution: That the Town Clerk puts an enquiry to the S106 Officer at North Lincolnshire Council to see if, and the value of, funding is still available.

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f) The Trustee Members considered projects suitable to apply for S106 funding from the Newett Homes development, including a modular extension to the entrance of KLASSIC, which could include a reception and office for the Venue Manager, a Changing Places toilet and funding towards a Multi Use Games Area (MUGA), although FCC funding may be more appropriate for this. It was agreed that BS would look into cost for a MUGA and CH would look at costs for a modular build and Changing Places toilet to bring back to the next meeting.

2610/06 KLASSIC Charity

The Town Clerk confirmed to the Trustee Members that no response had been received from the Charity Commission as yet in response to the communication agreed to be sent at the last meeting.

2610/07 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 emergency push bar door releases were due to be fitted on the 18th, 19th and 20th November 2026.

b) The Trustee Members discussed whether KLASSIC has an emergency gas shut off valve and where it could be. It was agreed for the Venue Manger to speak to the gas boiler servicer about this.

RESOLUTION: That the Venue Manager speak to the gas boiler service engineer but that this is a low priority at this time.

c) The Trustee Members discussed which policies were needed to apply for funding. The Venue Manager reminded Trustee Members that the only policy KLASSIC currently has is a Reserves Policy but amounts for reserves haven't yet been agreed. PF agreed to speak to the Diamond Jubilee Town Hall Trustees and ask if KLASSIC could have sight of their policies to adapt for KLASSIC use.

d) The Trustee Members discussed if there was a need for an Emergency Plan after the recent water outages. A discussion ensued about what an emergency plan would be needed for with the Town Clerk and Venue Manager noting that 3 clear days are needed for the Venue Manager to call a meeting for any decisions needed, including cancelling bookings and closing the venue for Health and Safety reasons. Trustee members were reminded that there is currently no delegated decision making for the Venue Manager. It was considered if a Business Continuity Plan would be more appropriate.

Standing orders were suspended for a member of the public to speak.

The member of the public said they were aware of the possibility of electrical power cuts due to rising needs and recommended that this is included too. The Trustee Members thanks the member of the public.

Standing orders were reinstated.

It was agreed for TP to look in to a Business Continuity Plan and bring the information back to the next meeting.

e) The Trustee Members discussed a recommendation to Full Council to correct the wording from the Annual Meeting Minutes of 6th May 2026 (Item AC2605/08 h. iii.) to remove the word 'Park' from the title 'KLASSIC Park Charity Committee' which was included in error.

RESOLUTION: That the Town Clerk will include an item on the next full Council meeting agenda to recommend the removal of the word 'Park' from the name of 'KLASSIC Park Charity Committee'.

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2610/08 Staffing Matters

a) PF requested for Trustee Members to look at the position of the Venue Manager for KLASSIC - At present the Venue Manager is employed by Kirton in Lindsey Town Council for 4 hours a week to fulfil the role. There is an expectation that the role will transfer to the KLASSIC charity in the near future. In the meantime to consider increasing the hours to a basic 10 hours per week with additional hours authorised as required and communicate the decision made to the Sole Trustee. – Trustee Members discussed if there was a need to increase hours at this time with CH requesting it stays the same as work with Hetts is close to completion.

The Chair proposed to discuss item 2610/08 b) first which was unanimously agreed.

b) CH gave an update the all information had now been sent to Hetts with a reply received at 4pm on the day of this meeting. The Trustee Members were informed that Hetts were willing to proceed and had quoted £1,500 for the advice on whether the CIO staff could be transferred to KLASSIC and, if so, how that could be done but no timescale was given for how long this would take. Trustee Members were asked if they wanted to receive copies of the letter before making a resolution but that this would mean delaying moving forward as an extraordinary meeting would then need to be called.

RESOLUTION: That it was agreed to pay £1,500 to Hetts for advice on if staff could be transferred to KLASSIC and, if so the options to do so.

a) The discussion returned to the Venue Managers hours.

RESOLUTION: That the Venue Manager is temporarily allowed up to six hours overtime per week for four weeks if needed with this being reviewed at the next KLASSIC Charity Committee meeting.

c) The Venue Manager requested the creation of a Staffing Sub-Committee to receive timesheets and assist with any staffing matters.

RESOLUTION: That this is deferred to the next KLASSIC Charity Committee meeting.

2610/09 KLASSIC Maintenance & Assets

a) The Trustee Members received an update on the application for the tractor container funding and that the Chair and Venue Manager were now both verified on the Football Foundation website but that KLASSIC is still showing as pending.

b) The Town Clerk updated the Trustee Members on contact with North Lincolnshire Council regarding KLASSIC directional signage in the town. The Trustee Members received the two quotes for signs and agreed that the alloy composite signs from Zest Print were the best Value.

RESOLUTION: That 12 alloy composite signs are purchased from Zest Print at a cost of £93 plus VAT as long as the fixing mechanism is confirmed as fit for purpose.

c) The Venue Manager updated the Trustee members on the progress of the booking system and that the demo had now been undertaken and transfer from the old system to the new one was in progress. The Trustee Members asked that, when the new system is ready to open to the public, a request is made to the Community Coordinator for a link to be added to the KirtoninLindsey.com website, and that those Trustee Members that would like to be are added to the system as read only administrators.

d) The Trustee Members discussed the resident that accidently got locked in KLASSIC

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car park. The Venue Manager updated everyone with actions that had been put in place to reduce the chances of it happening again.

e) The Trustee Members discussed the dog/bird incident posted on Facebook. HF asked if KLASSIC was covered by insurance for dog walkers on the field and if other Trustee Members were comfortable with dogs running off the lead at KLASSIC and fouling on playing pitches. The Trustee Members asked to see a copy of the original Football Foundation signed agreement to see if there was any mention on there of dogs not being allowed on the field. They also requested that KLASSIC insurance is checked for cover of dog attacks.

f) The Trustee Members discussed the refurbishment of the kitchen using the KLOTS donation of £1,000. The Venue Manager was asked to look into costs for a cold water tap and new cooker. It was suggested that a local kitchen company could be approached and asked what they could suggest for £1,000.

g) The Trustee Members considered a KLASSIC website but it was agreed that this is not a priority at this time and that the KLASSIC page on the KirtoninLindsey.com website was enough for now.

2610/10 KLASSIC User Groups

The Trustee Members received updates on KLASSIC user groups -

a) The Venue Manager explained that the Junior Football club (KLJFC) agreement covers the use of the hall for a club end of season presentation but that the teams were now holding individual events so they had been invoiced separately for them. KLJFC had questioned this decision and requested that the user agreement is looked at again. Most managers had arranged payment of the invoices but there are two outstanding with KLJFC awaiting a response from this meeting. The Trustee Members are happy to update the user agreement and agreed for one of the two remaining invoices to be waived but the second is requested to be paid.

b) The Venue Manager updated the Trustee Members that the Junior Football Club are updating their sign at KLASSIC with new one of the same size. They have asked if they are allowed to fit it themselves. The Trustee Members agreed if it is just a case of swapping out the sign then KLJFC are allowed to do it but if any new holes need to be drilled it must be done by the Groundskeeper.

c) The Trustee Members discussed a message received from a member of the Bowls Group about maintenance works to wooden pavilion. Trustee Members requested that the Venue Manager sends a letter of thanks for all the work that they have done to let the Bowls Club know it is appreciated.

d) The Trustee Members discussed inviting user groups to join the KLASSIC Charity Committee as non-voting members, and which user groups should be invited first. It was decided to start with the groups that have an annual payment agreement with Kirton Shed being invited once they are established.

RESOLUTION: That the Chair write a letter inviting one representative from Archery, Bowls, KLJFC (Junior Football Club) and Scouts to join the KLASSIC Charity Committee as non-voting members which will be forwarded to the Venue Manager to send out.

2610/11 Kirton Lindsey Shed

The Trustee Members received an update about the planning application that has been submitted by Kirton Lindsey Shed who are hoping to have a portacabin in place at KLASSIC by the end of November 2026.

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2610/12 Town Clerk Support

The Trustee Members discussed the Town Clerk's attendance at KLASSIC meetings. The Venue Manager said that, until matters around staffing and the Charity Commission were more settled, they felt that the Town Clerks attendance and input were important. CH proposed a trial that the Town Clerk did not attend for two months to be revisited in January 2027 which did not receive enough votes.

RESOLUTION: That the Town Clerk continues to attend meetings, to be reviewed in January 2027.

2610/13 Date of next Trustee Meeting

The date of the next Trustee Meeting was confirmed to be Tuesday 17th November, 7pm at KLASSIC, with agenda items to be received in writing by Friday 7th November.

2610/14 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.

2610/15 KLASSIC Maintenance & Assets

The Trustee Members received an update from the Venue Manager about a security issue. The Trustee Members agreed that the Venue Manager can use their common sense to get the best deal to resolve the matter.

The meeting closed at 21.25

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