**Barlow Charity**

**Minutes of a Trustees Meeting**

**Held at 9.30a.m. on Thursday 23rd May 2019**

**Attendance**

Richard Norton, David Piper and John Rockliff attended.

**Minutes**

The minutes of the trustees meeting held on 10th December 2018 were ratified and signed, having already been agreed by the Trustees via e mail.

**Introduction**

Since the last formal trustees meeting there had been considerable activity and regular contact between the trustees. The purpose of this meeting was to ratify and record the decisions that had been taken, to progress those matters that were not completed, and generally to review all aspects of the charity’s affairs and take necessary decisions.

**Updates**

The trustees had been notified of one house being put on the market. A valuation had been obtained from North and Hawkins and Breckland Council had been informed.

Also another house had been the subject of action in Court to remove the absent former spouse as a joint owner. The remaining owner was now requesting that her new partner be permitted to become a joint owner of the house with her. The trustees supported the request and were happy to approve it subject to Breckland Council approving it.

John Skiggs had re painted several areas where the paint had blistered up. It was agreed to pay him for one day’s labour.

John also advised that the wooden hood mouldings above the windows has serious rot and would need to be replaced before the next exterior redecoration.

One of the residents had complained that children were playing football on the village green using two of the birch trees as goal posts. This led to balls entering the car park with a risk that cars would be damaged. The trustees had referred this to the Parish Council as the PC manages the village green.

**Maintenance of Grounds**

Peter Cresswell had reduced the heights of the birch trees along the fronts of the houses. Two residents had expressed the opinion that the height reduction was not enough to make a significant difference. The trustees agreed to review in the autumn whether anything further should be done.

Peter had informed the trustees that he planned to soon start repairs to the brick weave in the car park.

It was noted that the knee-high fence outside number 1 was rotten. It was agreed to ask Peter to repair this. **John**

It had previously been agreed to put more resource into maintenance of the shrub beds in front of the houses. It was envisaged it would take approximately 4 hours work per month to keep the beds well maintained. Two gardeners were met on site and asked for their proposals. Both were capable and worthy of being appointed. The trustees decided to appoint Robin English. He is expected to start work early in June. In addition to routine maintenance he has been asked to install weed suppressant matting on the bed in front of numbers 10,11 and 12, and also to create a new path in front of numbers 6 and 7 to make it easier to access the car park.

**Finance and Accounts**

The ability to make on-line bank payments had been set up. HSBC had advised that it was not possible to have a system whereby two people were required to authorise a payment. The trustees decided that it was acceptable to have payments authorised by a single person provided that any payments made were reported by e mail to David (as treasurer) if they were not done by him. Also any payments to trustees (e.g. for expenses) needed authorisation from another trustee before the payment was made.

It was agreed to renew the charity’s 3rd party liability insurance due on 1st July using BHI Brokers at a cost of £183.91 (no change from 2018).

The bank balances as at 22nd May were Current account £16,521.78, savings account £1.59.

David was preparing the accounts for the year ended 31st March 2019. He would ask Luisa to be the independent examiner. **David**

**Rent**

The rent had been increased from £28.07 per month to £31.07 per month from 1st April. A few residents had been slow to implement the change but most had now caught up and no problems were envisaged.

The one resident who was in arrears with their rent was now paying current rent and making catch up payments.

A meeting with residents was fixed for 7.00p.m. on Monday 15th July in the church rooms. A note to inform residents would be sent to them. **John**

**Car Parking**

New car parking signs had been put in place.

It had been brought to the trustees attention that some households had three cars and this was a cause of congestion in the car park. The trustees agreed to write a note to residents asking for any 3rd cars to be kept elsewhere. **John**

The next trustees meeting would be in November or December 2019. **John** to make a diary note to fix this nearer to the time.

The meeting ended at 10 40 a.m.