Minutes - APPROVED

Barrhill Development Trust

Monday 4th May 2026, Barrhill Memorial Hall at 19:00

No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is 4 charity trustees, present in person. There are currently 4 serving Trustees

1.	**Meeting validity confirmation** **Present:** (PB) Patrick Buck - Chair, (AC) Andy Clegg - Treasurer, (WO) Bill Ottaway, (JS) Jean Shaw **Apologies:** None **The meeting was quorate**	*Action*
2.	**Declarations of interest** - None	
3.	**Welcome** PB welcomed everyone to the meeting.	
4.	**Approval of minutes from 6th April 2026** JS proposed and WO seconded.	
5.	**Matters arising from previous minutes** – meeting 6th April 2026 5.1 LW – Review of existing H&S paperwork - In Progress. 5.2 AC – I will order a replacement fridge. - **Done** 5.3 LW - COSHH training for staff – Not started 5.4 JS - Emergency Hub – in progress 5.5 LW - TRV's for meeting room and office – summer job 5.6 WO – Relocate the hall notice board – better weather job 5.7 PB – Pub chimney repair – **just needs painting** 5.8 AC/JS – EDF solar feed in payments for the pub **These appear to be returned as a credit on the payment account and not a refund.** 5.9 PB/AC – Create new job descriptions - **Done** 5.10 LW – Produce tick sheets for caretaker tasks and checklists of tasks to be performed. – **in progress** LW has put the cleaning logs on all the toilet walls. The ladies toilet log went up on the wall on Thursday 23rd April and still hasn't been filled in @ 29/4/2026 5.11 PB/AC/LW – Produce a list of jobs carried out by staff members - in progress 5.12 AC - Overhead lines funding for public toilets refurbishment. **Application in** 5.13 LW – Order woodchip for car park gardens. LW will order this when DH is ready to use it. He would like to wait until the daffodils have dies down 5.14 WO – Relocate cigarette butt box and put up no smoking signs. 5.15 AC – Ask Hyslops if they could fit suitable heating controllers. **Waiting for electrician to check if proposed system will work**. 5.16 AC/PB – Lockable storage for the office. 5.17 PB/AC – Arrange staff performance reviews 5.18 LW – Contact Neil Agnew to investigate damp on end wall of hall - **Done**.	*LW* *LW* *JS* *WO* *PB* *LW* *LW* *LW* *WO* *AC* *AC/PB* *AC/PB*

	5.19 PB - Transfer window cleaning to Andrea. **Done** 5.20 LW – Arrange Kings Arms Development Trust meeting after pub running for a month.	*LW*
6.	**Treasurers Report** AC handed out a financial statement to end April 2026. Funding is available to allow for a staff wage increase. Will present at staff review.	*AC*
7.	**HR Report** AC – New contracts created to be confirmed at Staff performance reviews. Need to set a date for reviews. End May or early June.	*AC/PB*
8.	**Secretaries Report** I am planning to create an Action Log to work alongside the agenda instead of keeping long running issues on the agenda. Is that OK? Is it time for a Newsletter? This was previously put off until the pub was open. **5.10** I have put the cleaning logs on all the toilet walls. The ladies toilet log went up on the wall on Thursday 23rd April and still hasn't been filled in @ 29/4/2026 **5.13 LW – Order woodchip for car park gardens**. I will order this when DH is ready to use it. He would like to wait until the daffodils have dies down. **Heating** 15/4/2026 I left the meeting room heating at 16°C when I went home so it wouldn't take much to boost it up to 18°C for the BCIC meeting at 7pm. The main hall heating was set to 10°C as there was nothing booked. 16/4/2026 When Dean arrived in the morning the meeting room side was set to 21°C and the main hall 22°C (the main hall was not being used). 28/4/2026 I arrived at work in the morning to find the hall heating had been on at 19°C all night. Pickleball was on last night so the temperature should have been set to 16°C and then turned down to 10°C overnight. Create Newsletter to update community Create an action log for long running issues so as not to keep listing them in the Matters Arrising section.	*LW* *LW*
9.	**Health and Safety** Walls in the toilets need re-painting with paint that can be wiped down (bathroom paint which we already have). Gemma said the walls cannot currently be wiped down as a chalky residue comes off the walls when wiped. The kitchen inspection has been re-arranged for Tuesday 5th May at 11am	*Dean*

10.	**Facilities** Neil Agnew has inspected roof. He will replace rotted sarking over kitchen. The damp in the hall is due to condensation. We need to find a ventilation solution. Amended funding application for public toilets renovation sent to SPEN fund managers. The bridge to the Playpark is in need of repair. Rather than just patching explore if we can access the SPEN fund and get it replaced. Hard standing in playpark needs re gravelling	*WO*
11.	**Pub** Provisional Licence was granted 23/4/26. Will be made Full Licence once Building Standards issues a section 50 certificate. Completion certificate by building standards 30/4/26 but no section 50 sent to us as yet. **Outbuilding** Architect engaged. **Garden Area** Membrane put down and gravelled...	*PB*
12.	**AOB** Confidentiality. A reminder that all matters in a meeting are confidential and that the minutes are the way to communicate any decisions. PB and AC met with SPEN fund managers to investigate which projects may be funded by them. Some questions still to be answered. Lending library to be installed by Dean	
13.	Send a letter of approval to BEG for the park to be used for fireworks displey	*LW*
14.	Table tennis provision – ask for further details	*LW*
15.	Surplus trees from squirrel funding to be planted in the park	*WO*
	Meeting closed at 20:55 **Next meeting**: 1/6/26	