

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.	<p>Meeting validity confirmation Present: (PB) Patrick Buck - Chair, (AC) Andy Clegg - Treasurer, (WO) Bill Ottaway, (JS) Jean Shaw, (LW) minutes</p> <p>Apologies: None</p> <p>The meeting was quorate</p>	<i>Action</i>
2.	<p>Declarations of interest - None</p>	
3.	<p>Welcome PB welcomed everyone to the meeting.</p>	
4.	<p>Approval of minutes from 16th March 2026 JS proposed and WO seconded.</p>	
5.	<p>Matters arising from previous minutes – meeting 16th March 2026</p> <p>5.0 LW – Review of existing H&S paperwork - In Progress. DH found a temperature logbook for the fridge which hasn't been filled in since April 2024. I have created a new sheet for recording fridge temperatures going forward. The fridge is not getting down to the highest temperature in the safe range 5°C. AC – I will order a replacement fridge.</p> <p>5.1 LW - BBC to remove paint from boiler room – Done</p> <p>5.2 LW - COSHH training for staff – Not started</p> <p>5.3 JS - Emergency Hub – in progress</p> <p>5.4 LW - TRV's for meeting room and office – summer job WO – We would need to have one radiator in the meeting room side without a TRV. AC – We will need to decide which on doesn't get a TRV</p> <p>5.4 WO – Relocate the hall notice board – better weather job</p> <p>5.5 PB – Pub chimney repair PB - The repair is complete, painting to be done when the weather is better. AC The invoice for all the work has been paid. PB - I will chase this up.</p> <p>5.6 AC/JS – EDF solar feed in payments for the pub AC – The smart meter in the upstairs of the pub is not working. We are being charged a flat rate each month. I will check for payments.</p> <p>5.7 PB/AC – Create new job descriptions AC – We need to read through and amend. Staff reviews will take place when the job descriptions are complete.</p>	<p><i>LW</i></p> <p><i>AC</i></p> <p><i>LW</i></p> <p><i>JS</i></p> <p><i>LW/WO</i></p> <p><i>WO</i></p> <p><i>PB</i></p> <p><i>AC/JS</i></p> <p><i>PB/AC</i></p>

	<p>5.8 LW – Produce tick sheets for caretaker tasks and checklists of tasks to be performed. LW I have created a check sheet for the ladies toilets to be used as a basis for the other toilets. I will ask caretakers to review this and suggest any changes before creating the other sheets.</p> <p>5.9 PB/AC/LW – Produce a list of jobs carried out by staff members - in progress</p> <p>5.10 AC - Overhead lines funding for public toilets refurbishment. AC - I have put in a funding request for £25,000 which is the quote I received for work excluding decorating which we will cover the cost of. I have had no acknowledgement of the request yet.</p> <p>5.11 LW – Order woodchip for car park gardens. I will order this when DH is ready to use it. DH has asked if this can be delivered to the car park in tote bags.</p> <p>5.12 WO – Relocate cigarette butt box and put up no smoking signs. Do this when the noticeboard has been relocated. Then put the butt box where the noticeboard was. AC – We also need to decide where the Lending Library is going to be located. A discussion followed about different options and it was decided that we need to know more about the size and use of the lending library before a decision is made. LW to contact GY.</p> <p>5.13 AC – Ask Hyslops if they could fit suitable heating controllers. Hyslops said they would come and have a look at the setup but haven't been yet. AC to chase up.</p> <p>5.14 AC/PB – Lockable storage for the office. WO – Turn the wooden storage cube on it's end to use less floor space. PB – A lockable cupboard with hanging files would be ideal. We could remove unused files from the office and store elsewhere. BCIC have a lot stored in the hall storeroom. AC – Shall I order a filing cabinet for the office to aid tidying the office? One of the empty filing cabinets could be used to store previous years accounts. PB – the office needs tidying up. AC – Used toner cartridges will be going soon.</p> <p>5.15 PB/AC – Arrange staff performance reviews AC – New contracts are needed before we do this.</p> <p>5.16 LW - changes in employment law coming into force from April 2026 advise PB/AC. Information sent by LW and read by PB and AC.</p> <p>5.17 WO – Check if defibrillator pads need ordering. The pads are still in date until December 2026. LO and I will monitor this.</p> <p>5.18 LW – Contact Neil Agnew to investigate damp on end wall of hall. We are awaiting a visit. Neil has given 2 potential visit dates. He apologised that he didn't visit due to unforeseen problems. Possibly next week. PB – Please get in touch again to chase.</p> <p>5.19 PB - Transfer window cleaning to Andrea. This has been done. AC – I will check we don't get the invoice again.</p>	<p><i>LW</i></p> <p><i>PB/AC/ LW</i></p> <p><i>AC</i></p> <p><i>LW</i></p> <p><i>LW</i></p> <p><i>AC</i></p> <p><i>PB/AC/ LW</i></p> <p><i>PB/AC</i></p> <p><i>LW</i></p> <p><i>AC</i></p>
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	<p>5.20 AC - Order fencing panels for rear of pub. – Done</p> <p>5.21 LW – Arrange Kings Arms Development Trust meeting after pub running for a month. I contacted them and passed on suggestions. AC – Ask them if there is anything in particular they would like to know so that we can be prepared. Date for meeting to be arranged. PB suggested mid May.</p>	<i>LW</i>
6.	<p>Treasurers Report AC handed out a financial statement to end March 2026. Six months of running costs arrived today from BCIC.</p> <p>The underspend from the 3rd quarter running costs has been returned to the BICC/FS. The underspend from the 4th quarter will be returned once the tax on wages has been taken out.</p> <p>JS – We need to have a contingency fund. AC – Money has been set aside.</p> <p>JS – Have we received the indemnity document from BCIC for if there are any problems with FL? AC – No but we only pay her wages because we have a payroll setup already. She is not a BDT employee.</p> <p>PB – It is still possible that FL could be treasurer for BDT, BCIC, BCC and Events Group.</p>	<i>AC</i> <i>AC</i>
7.	<p>HR Report AC – Staff performance reviews need to be carried out.</p>	<i>AC/PB</i>
8.	<p>Secretaries Report LW - AMc is making things uncomfortable for other staff and insisted she came in on her day off to help with whist tables and taking the stage down. Has AMc been told that all staff should 'muck in'? I offered to help put the stage away (which did not need to be put up for gentle exercise) and taking out and putting away whist tables.</p> <p>PB - We will look at a change of layout for the Gentle Exercise Class to avoid using the stage. Suggestions were discussed but we need to check with LB to see what would work best.</p> <p>FL emailed me to ask if some of the Procast team could come to the coffee morning on the 10th April to answer insulation questions. After a discussion it was decided that Coffee Morning wasn't the right place for this. A suggestion of Procast either attending the Tuesday drop in or set up a separate event in the hall for anyone to come along.</p> <p>Main Hall heating – There may be a problem with the heating controller in the main hall. Twice the temperature has been set and the heating has continued to increase the temperature well beyond the setting. For example overnight the temp was set to 10°C but the actual temperature was 16°C. The temp was set to 16°C for gentle exercise and the temp went up to 19°C. It was decided staff should monitor to see if it is a problem. AC – It would be £5,500 to have the proper controllers to go with the system installed. AC - I have noticed that the time on the heating controllers has not been reset since the clocks changed. Ask DH to reset the times.</p>	<i>LW</i> <i>LW</i> <i>LW</i> <i>LW</i>
9.	<p>Health and Safety Nothing to report.</p>	

10.	<p>Facilities WO - The roof above the kitchen needs work. The metal ridge is loose and when DH checked he found the wood it had been nailed to was rotten. The repair needs to be carried out by a roofer. Add this to the list of jobs for Neil Agnew.</p> <p>WO – The outside of the hall needs repainting with white paint and the grey floor paint around the base. DH is working on this when the weather allows.</p>	<p>LW</p> <p>WO</p>
11.	<p>Pub AC – There was no sign on the door to say the pub was closed on Wednesday. PB – They were carrying out a deep clean. AC – Andrea said the paint is rubbing off where people lean against the wall. WO – there are tins of paint in the outbuilding. AC – I would suggest getting better quality paint.</p> <p>AC - The railings at the back of the pub are done. WO – When is the building inspection? AC – Unknown.</p> <p>Outbuilding PB – I will be meeting with the architect. AC - Mezzanine floor to go. Additional joists to be added. Ceiling to be boarded and insulated. Electric sockets and lights to be installed. Feature wall at end. Side wall to be dry lined. Replace doors and windows. PB – They need to do a balancing act between storage and useable space. There are two freezers in there already. The RHS wall is solid stone. The floor needs levelling and make a ramp the width of the door only. A sealed concrete floor not wood. PB – I would suggest the partitioned area has a raised ceiling too. AC – We have one quote for £50,000 and one for £35,000.</p> <p>PB – There needs to be a smokers area. The pavement at the front of the pub is already littered with cigarette butts.</p> <p>Garden Area PB – There needs to be paving going up the side of the outbuilding to the side entrance. WO – This is where the water pipes are supposed to run so that would need to be taken into account. PB - The car park needs gravel putting down. AC – Six outdoor tables have been delivered. PB – Parking is only to be used by residents and people staying in the rooms.</p>	<p>PB</p>
12.	<p>AOB Barrhill Bowling Club AC - MR phoned DH on Monday 6th April telling him he needed to cut the bowling green starting at 7am on Tuesday 6th April. He would be following behind STS as they scarify the green. DH refused. It is not a standard cut of the green which is the agreement with BBC. Cutting the green after scarifying is a significantly longer job. AC - I received an email from Scott saying MR had contacted him direct to tell him the same. Scott told MR that he was not available to cut the green at that time. Scott was not happy about this. I told Scott that MR should not be contacting him direct. PB – We need to tell BBC/MR they should not be contacting Scott or DH direct. Requests should be made through the BDT.</p> <p>Hall hire invoices</p>	<p>PB/AC</p> <p>LW</p>

	<p>AC – The hall hire invoices for 12 months of Pickleball and Jiggy Wrigglers should be sent to BCC.</p> <p>Memorial/Gravel Garden</p> <p>PB – We need to move a planter or two into the Memorial Garden to create a block to stop people parking in there. JS – Maybe we could ask Solway to move them on a forklift.</p> <p>WO – Two picnic benches have been removed as they were rotten. Benches could be moved to the garden. JS – Could be order two new picnic benches.</p> <p>WO – We will move the broken flower tub and check to see if that one is suitable to use as it is empty it will be easier to move.</p>	<p><i>PB</i></p> <p><i>WO</i></p>
	<p>Meeting closed at 21:00</p> <p>Next meeting: TBA</p>	