

## **Barlow Charity**

### **Minutes of a Trustees Meeting Held at Willow Lodge 10.00 a.m. Monday 20<sup>th</sup> May 2024**

#### **Attendance**

Richard Norton, David Piper and John Rockliff attended.

Apologies were received from Janice Smith

#### **Minutes**

The minutes of the trustees meetings held on 10<sup>th</sup> November 2023 and 13<sup>th</sup> March 2024 were ratified, having already been agreed by the Trustees via e mail.

#### **Maintenance of Houses and Grounds**

Robin English had continued to be the regular gardener. He recently noticed that Box Blight was affecting the hedging alongside the car park. Robin recommended treating it, which the trustees had agreed. The cost would be £60 plus Robin's time. Depending on the success of the treatment the hedging may need to be replanted. It was agreed to review this in the autumn.

One resident had reported a slight bubbling of the paint on their front door. A trustee had looked at it.

#### **House sales**

One house sale was proceeding but had been delayed due to an anomaly in the end dates of its sub lease and the head lease. The matter had been referred to Mills & Reeve (see below). It now looked likely that the sale would be able to proceed.

#### **Finance and Accounts**

The bank balances as at 17<sup>th</sup> May 2024 were Current account £1,238.16, Business Money Manager account £13,223.18. This was felt to be an adequate level of reserves for near term expected costs.

David had prepared the BC accounts for the year ended 31<sup>st</sup> March 2024. Tony Mendham had been asked to examine them but had not yet completed this.

Tony had informed the trustees that he was moving away from Mattishall and would resign as Independent Examiner after this year's work was completed.

It was agreed to make Richard a bank signatory with on line access to the BC accounts at HSBC. John to instigate this.

### **Rent**

One resident was previously been underpaying rent by £2.31 per month. They had increased their payments to £36 per month from 1<sup>st</sup> December 2023 and was therefore now overpaying by £1.69 per month. They also paid a one off sum of £20 in November 2023 to clear the arrears whereas only £13.86 had been requested.

All apart from this matter all residents were up to date with their rent.

### **Works to Play Area**

Subject to dry weather work is due to take place from Monday 3<sup>rd</sup> June to resurface parts of the children's play area. The PC has requested that we block off the roadside parking spaces adjacent to the play area for the contractor to store their equipment and materials. It was agreed to do this. A note to residents and the surgery (copy to the PC Clerk too) would be sent on Thursday 30<sup>th</sup> May, and the parking spaces coned off from Sunday evening 2<sup>nd</sup> June.

### **Merger of Head lease and Freehold**

It had come to light that the sub leases for most of the houses had an expiry date a few days after the expiry date of the head lease. This appeared to be an error in drafting the leases. Several house sales had taken place without this being an issue but it was causing problems for a house sale currently in progress.

Having been advised by Mills & Reeve of the options for resolving this problem the trustees instructed Mills & Reeve to apply to the Land Registry to merge the Head Lease into the Freehold. This had been successfully achieved in April.

It was agreed John to e mail the residents to inform them of this change.

### **Any Other Business**

It was agreed that John would look to see when we last received a way leave payment for the sub station on BC land

### **Next Meeting**

The next trustees meeting would be arranged at a later date.

The meeting ended at 11.15a.m.