



**Broughton Parish Community Charity  
Charity Trustees Meeting  
Minutes of Meeting on 12<sup>th</sup> June 2023 at  
Toll Bar Cottage**

www.broughtonparishcc.org.uk  
Registered in England and Wales  
Registration Number: 12018

**Present:**

Trustees: Andrew Wilson (Chair), Sarah Bunting, Chris Dew, Leila Eccles, Gemma Johnson, Harry Landless, Peter Burton (Secretary)

Agenda items 1&2

Andrew opened the meeting by giving no apologies and welcoming Peter as the new secretary.

Agenda item 3

A discussion was then undertaken on the current situation at the cottage. It was reported that Jennie Kinghorn had started as the new cafe manager, however due to pre employment commitments the cafe was still only open 3 days a week. It was made clear that the trustees required the cafe to be open for 5 or 6 days a week. Chris requested that a revised budget was prepared to ensure that the cafe would be able to be self sufficient once the Lottery funding ceased. **ACTION: Peter will review the budget and review with Chris before the next meeting.**

The trustees wish to make it known to Jennie that she has the full support of the Trustees, and it was suggested by Leila that a register of Trustees talents is prepared **ACTION: Gemma will coordinate trustees talents**

Peter informed the Trustees of the plans to acquire a new till and card payment system (Clover) which will integrate with the new Coop Bank account. The Parish Council had asked if once this was set up then a small transfer is made into the Coop Bank account to allow card takings from the system to go into that account even if the takeover hadn't yet been completed. This was agreed.

It was felt that it would be a good idea to invite Jennie to the next meeting **ACTION: Harry will meet with Jennie & invite her to the next meeting.**

Agenda Item 4

The Coop Bank is now open and Peter has online access transferred from Jenny Platt. The change of signatories form has now been submitted. It was agreed for online payments Peter will set up the payment, which will then be authorised by Chris, or Andrew.

Agenda Item 5

No date has yet been set for transfer with the Trustees wishing to make sure the Cafe is back running to full potential.

Agenda Item 6

It was agreed that all Trustees would undertake online training. **ACTION: All trustees will undertake online training and report to Peter who will maintain a training record**



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**Agenda Item 7**

A brief discussion was undertaken on CIL Monies. It was appreciated that the Parish Council retains the CIL Money. It was felt that the Trustees should be included in discussions on future distributions, especially those which impact on the charities future direction.

**Agenda Item 8**

Andrew had raised the possibility of membership of Rural Services Network. Gemma has encountered them in the past and feels there may be better ways of getting funding. Chris at this point asked if the Charity was allowed to approach people for sponsorship **ACTION: All Trustees will look into future grant funding and sponsorship ideas.**

Peter asked if the Trustees were going to use the same accountant as the Parish Council used, and felt it could be useful to get some quotes.. Chris said he had a couple of contacts who he felt would be competitive. **ACTION: Peter will draft the requirements for the accountant and forward to Chris for his contacts. He will also obtain a quote from the Parish Council Accountant.**

**Agenda Item 9**

The next meeting will be Tuesday 11<sup>th</sup> July at 6:30 at the Cottage.

<b>Signed:</b>	<b>Date:</b>
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