



**Broughton Parish Community
Charity
Charity Trustees Meeting
Minutes of Meeting on 26/03/2024
at Toll Bar Cottage**

www.broughtonparishcc.org.uk
Registered in England and Wales
Registration Number: 12018657

Present:

- 1) Trustees: Andrew Wilson (Chair), Chris Dew, Gemma Johnson, Harry Landless, Sarah Bunting, Leila Eccles

Peter Burton (Secretary)

- 2) Apologies: None

- 3) New Manager: Jennie has handed in her notice and finishes on 12th April. Decided to follow same system as used when appointing Jennie.

Andrew will put forward ads in Job Centre, LEP, and social media. Closing date is 19th April, with interviews by 27th April. Applications are to be sent to Toll Bar Cottage, and emails to the secretary. Harry, Leila & Gemma will carry out interviews

Jennie will be asked to have an Exit interview on 11th April.

A Plan will be put in place for operations between Jennies finish, and a new manager starting.

- 4) Paddle Court Presentation: Andrew has prepared the information for Broughton PC, and completed the form. Andrew & Barry (Broughton Club) will make the presentation on 2nd April.
- 5) Website: Andrew, Harry, and Caroline Colley met with James Riley(Easyweb). Easyweb will update the website, and the Trustees will check for approval.

The website will predominantly show information for the cottage, but will require the statutory charity information.

- 6) Trustees Reports:

Additional Trustees reports

- a) Chris & Peter confirmed the Charities Commission require Certified accounts within 10 months of the year end
- b) Gemma mentioned various forms of funding which may be available, and can be looked into. These are Community Asset Grant, Community Ownership Fund, and Business Hub.
- c) Harry mentioned a Contract is required for Karen.



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8) The next meeting is Tuesday 30th April 2024 6:00 at the club

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