



**Broughton Parish Community
Charity
Charity Trustees Meeting
Minutes of Meeting on
03/09/2024 at Broughton & District
Club**

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

Present:

- 1) Trustees: Andrew Wilson (Chair), Leila Eccles, Chris Dew, Harry Landless
Peter Burton (Secretary)
Caroline Colley (Site Admin)

Apologies: Barry Moore, Gemma Johnson

- 2) Minutes for the meeting of 9th July 2024, were approved

3) Following the appointment of a Manager candidate to start at the beginning of August the Trustees got backword that he would not be taking up the post 2 days before he was due to start. From the number of suitable applications received from the last job advert, and looking at the financials for the cafe, it was discussed whether there was to be a different approach to the manager role. It was decided that the job would be advertised as a part time roll of 22.5 hrs over 5 days, with an emphasis of managing over catering.

Leila would create the job description for the advert, and it would go out on Indeed, and local social media. All applications are to come through the secretary.

4) Harry carried out brief staff appraisals, as he thought this would be an interim appraisal before the manager took over. All appraisals appeared to go well. It was agreed that a staff bonus in the form of a multiuse voucher would be given to the staff. Peter will look into this.

5) The money for The Paddle Courts at Broughton Club has been received from the Parish Council. Andrew & Chris will draw up a loan agreement for the loan which will be 4% fixed term repayment, with repayment over years 2 to 10.

Andrew will let Peter know when to release the loan.



6) It was agreed that there is no need for a competition to produce a new logo for the cafe. Andrew will work on a new logo

8) a) The lottery transfer is still being worked on, and the charity will have a free hand once the lottery is signed off. The risk of clawback is removed, however certain assets belong to the lottery for a period of time from initial acquisition. Peter has a list of these assets.

The new wider objects of the charity are formally adopted.

b) Andrew and Leila are working on the contracts

c) Peter explained the trading figures for July & August. Harry will look at pricing

d) Harry had nothing further than had already been reported regarding staff.

e) No report on Funding initiatives.

f) Chris has come up with some names to be approached as potential trustees to replace Sarah

g) The fire maintenance inspection was done, and the misting was being done.

A discussion was then had over room hire pricing. The Guild Wheelers are classed as a community meeting, and will be charged £10 per hour. Party bookings will be at £20 per hour, or £50 for 3.

9) Andrew said from the information he had obtained, at the moment Pinfold Cottage is a no-goer

10) The next meeting is Tuesday 8th October 2024 @ 6:15 at Broughton Club



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