



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

Broughton Parish Community Charity Charity Trustees Meeting

Minutes of Meeting on 27th Feb 2023 held virtually via Microsoft Teams

Present:

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

	Agenda Item	Considerations	Notes/Actions
1.	Apologies	The meeting was chaired by Andrew Wilson – no apologies were received.	
2.	Declaration of Interests	No conflicts of interest were declared.	
3.	Formal Acceptance of the Constitution	DECISION: The Trustees unanimously agreed to formally adopt the constitution stated in the Governing Document as signed by the on 6th February 2023.	
4.	Draft Financial Regulations	The Trustees reviewed and discussed the draft Financial Regulations compiled by JP. Several amendments were agreed by the Trustees. DECISION: The Trustees unanimously agreed to approve and implement the draft Financial Regulations once the agreed amendments had been made.	JP to make the agreed amendments and forward the updated draft Financial Regulations to the Trustees for a final review prior to approval.
5.	Signing of BPPC License	Pat Hastings has requested AW and LE to sign the BPPC License at the next Trustee's meeting on 20 th Mar 2023. AW stated that an amendment is required to the wording of the license and he will sign it once this amendment is made.	JP to discuss the amendment required by AW with Pat Hastings to establish if the amendment can/will be made prior to the next meeting.
6.	HR Committee	Pat Hastings has requested the formation of a HR Committee to assist with progressing TUPE of the Toll Bar Cottage employees. DECISION: The Trustees unanimously agreed that Leila Eccles, Sarah Bunting and Gemma Johnson would form the HR Committee.	



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

Broughton Parish Community Charity Charity Trustees Meeting

Minutes of Meeting on 27th Feb 2023 held virtually via Microsoft Teams

	Agenda Item	Considerations	Notes/Actions
7.	TUPE	Pat Hastings would like a member of the HR Committee to attend the TUPE meetings being held on 7 th Mar 2023 at Toll Bar Cottage. DECISION: The Trustees unanimously agreed that Leila Eccles would attend this meeting.	
8.	Any Other Business	There was no other business.	

Date and Time of Next Meeting: 6.30pm on 20th March 2023 at Toll Bar Cottage

Signed: 	Date: 20 th March 2023
--	--