



**Broughton Parish
Community Charity
Charity Trustees Meeting
Minutes of Meeting on
01/04/2025 at Toll Bar Cottage**

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

Present:

1) Trustees: Andrew Wilson (Chair), Leila Eccles, Chris Dew, Kevin O'Sullivan, Harry Landless
Peter Burton (Secretary)

2) Apologies: Barry Moore,

3) Minutes for the meeting of 11th February 2025, were approved

4) Cheryl reports good progress in the Cafe, and will review efficiency in both food production and staffing. Saturday openings will begin on 6th April with the cafe open from 9-1.

It is hoped for future meetings a managers report will be presented to the Trustees.

5) We are still awaiting the return of some signed contracts. Peter has produced some holiday forms for the staff. Leila will meet Cheryl to chase up contracts.

6) Funding projections for 2025/26 & 2026/27 are required by the summer for the Parish Council, and will then be available for any further third parties. The Lottery will likely perform an inspection in January 2026 with the intention if all is OK to close the file in October of that year.

7) a) Andrew had nothing further to report

b) Leila enquired whether live music could be a feature at the cafe in some way, both within current cafe hours, and as extra out of hours income. Harry will look into the requirements of a music licence

c) It was decided that Cheryl would be given turnover targets.
Peter will work on the required projections

The crafting sales require looking at with the possibility of sorting a monthly payment from the bank to the suppliers.

d) Harry had nothing further to add on Staffing



e) A meeting will be arranged for the small subgroup looking into crowdfunding, with the aim of reporting back at the next meeting.

Andrew will look into registering for Gift Aid

f) Kevin has met with the website provider, and he and Peter will look at what needs to be entered onto the charity website. The cafe will operate under the web address Tollbarcottage.org.uk, while the charity website is kept for the charity.

Chris will have a word with his son over potential at providing photos/videos for the website.

g) There has been no further progress on seeking an extra Trustee

h) Any ideas for refurbishment should come with budgeted ideas

8) The Cafe had been entered as best Cafe in the LRB Awards 2025. Information had been received for the awards dinner.

9) There was no further business.

The next meeting is Tuesday 2nd June 2025 @ 6:00 at The Cafe.

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