



## **Broughton Parish Community Charity**

### **Charity Trustees Meeting**

**Minutes of Meeting on  
11/02/2025 at Toll Bar Cottage**

[www.broughtonparishcc.org.uk](http://www.broughtonparishcc.org.uk)  
Registered in England and Wales  
Registration Number: 12018657

#### **Present:**

- 1) Trustees: Andrew Wilson (Chair), Leila Eccles, Chris Dew, Barry Moore, Kevin O'Sullivan, Harry Landless

Peter Burton (Secretary)

- 2) Apologies: Nigel Parkinson (Broughton Parish Council),

- 3) Minutes for the meeting of 7th January 2025, were approved

4) Cheryl has settled in as the manager of the Cafe, however there has been confusion over the pro rata element of her salary. Leila has a meeting planned with Cheryl over the contracts(item 5) and will discuss with Cheryl what hours she is actually working, and how this will tie in with a pro rata salary. Leila has been given authority to approve an amended salary dependent on the current agreement, and hours worked. It is felt that from the initial effect Cheryl has had on the Cafe the Trustees would not like to loose her over relatively small issues. Following on from Carolines resignation Cheryl will take on the site supervision duties.

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

5) The Contracts had gone out, but not been signed, and had caused a few contentious issues, which will be addressed by Leila at her meeting with Cheryl. Although the contracts basically cover the same things, Leila explained to the Trustees and will explain to Cheryl that the new contracts are more detailed, and have removed ambiguities from the existing 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 pefprm an inspection in January 2026 with the intention if all is OK to close the file in October of that year.

- 7) a) Andrew reported that the final Lottery transfer has now arrived.

The Charity annual return was submitted on time.

- b) Leila had nothing further to report.



c) Due to Holidays the trading figures for January were not available. Chris reported that he had received from the Parish Council the original figures and projections for the project.

d) Harry had nothing further to add on Staffing

e) Barry explained his ideas for crowd funding. It was decided a small group of Barry Kevin Leila (once contracts sorted) and Cheryl would meet to take the ideas forward.

It was also mentioned that we should look into registering for Gift Aid

f) Kevin will speak to the website provider. There are certain areas which specifically need looking at, and also that the Cafe & charity should have separate websites

g) It is felt that an extra Trustee is still needed, and also someone to oversee Village engagement and Parish Council liason

h) There were no reported site issues.

8) Regarding a potential refurbishment of upstairs The Clothworkers Foundation was suggested as being an organisation that could be approached for grant funding.

9) A constructive meeting had been held with the clerk to the parish council. It was agreed that any future PC issues should be raised through her.

The next meeting is Tuesday 1st April 2025 @ 6:00 at The Cafe.

--	--