



**Broughton Parish Community  
Charity  
Charity Trustees Meeting  
Minutes of Meeting on  
07/01/2025 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, Barry Moore, Kevin O'Sullivan  
Peter Burton (Secretary)  
Guests: Nigel Parkinson (BPC),

- 2) Apologies: Harry Landless,

- 3) Minutes for the meeting of 10th December 2024, were approved

- 4) Cheryl has settled in and Xmas closures could not be avoided due to lack of time for any staff to be able to change plans, based on previous years closures.

it was discussed whether there could be future objectives for staff, for example upselling.

- 5) Clarification is required on whether the contracts have been handed out and signed. Leila will liaise with Cheryl & Harry.

- 6) Nigel Confirmed that this year £15000 will come from the Parish Council in two instalments  
The Parish Council will operate year on year regarding future funding.

- 7) a) Andrew reported that the final Lottery transfer has still not arrived.

The Charity annual return is due by 6 February. Andrew & Peter will meet to complete the return

- b) Contracts were covered earlier in the meeting. It was agreed that a report from the manager should be presented to the meetings to include Volunteer Updates, Initiatives, and anything the manager wishes to raise.

- c) Peter explained the trading figures for December.



d) Harrys absence meant no further staffing points to raise.

e) There is still a vacancy for an extra Trustee, and, also it is felt that there should be a Trustee to liaise with Volunteers, Parish Council, and Village engagement.

f) Although no report was received from Caroline, the website was discussed as it is felt that the information held on the website is out of date and confusing.

Peter will get together with Caroline to look at website management, as Peter posts items to the website which then do not show. Kevin will also have a look regarding content, and whether separate websites are required for the cottage, and the charity.

It was also felt that the facebook page needs looking at.

8) Barry suggested potential future ideas of crowdfunding, a friends of discount, and a Toll Bar mailing list

Andrew also pointed out that Pinfold cottage was again up for sale.

10) Peter will look at giving back office access to the Till software to Barry & Kevin so they may look at what it can do in the way of reports etc.

The next meeting is Tuesday 11th February 2025 @ 6:00 at The Cafe.

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