



**Broughton Parish Community
Charity**

Charity Trustees Meeting

**Minutes of Meeting on
12/11/2024 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, Barry Moore, Harry Landless

Peter Burton (Secretary)

Guests: Kevin O'Sullivan,

2) Apologies: Caroline Coley, Nigel Parkinson (BPC)

3) Minutes for the meeting of 8th October 2024, were approved

4) Harry Confirmed that Cheryl Carey has been appointed as the new Cafe Manager, and she will commence employment on Monday 18th November where she will be introduced to the staff.

5) Leila has prepared contracts for all staff. She will arrange with Harry to go into the cafe and distribute them to the staff.

6) The Padel Court Grant has been paid to Broughton Club, and the loan agreement has been prepared and signed. The final loan is for £24,250 to take into account the legal fees incurred.

The Secretary has a copy of the signed document.

7) The Secretary will forward the projections prepared to the Parish Council for their budget meeting on 29th November

Harry stated that he had heard mixed messages regarding future funding from the Parish Council which seemed to contradict Nigel Parkinsons report at the last meeting. Chris also raised questions because of reference to a contingency plan in the Parish Council September minutes.

It was agreed that the Parish Council would be contacted to obtain clarification.

8) a) Andrew reported that all the lottery admin was now complete, and just requires Leilas Signature.

b) Contracts were covered earlier in the meeting



c) Peter explained the trading figures for October, and the projections prepared for the next two years.

d) Harry raised the possibility of pop up businesses using the premises in the evenings. It was agreed that as long as all insurances and licences were in place then there should be no problems. Charge out rates would need to be discussed.

e) Following on from the resignation of Gemma, further names were mentioned for new trustees. Current Trustees are asked to think of potential people to approach. Kevin was present for a second meeting and is going through the process of becoming a Trustee.

f) Andrew & Leila are to meet with Caroline to discuss her role in respect of the expected increase in administration carried out by the new manager.

9) All trustees should consider new initiatives to raise funds. This area should not just fall on 1 person.

10) The next meeting is Tuesday 10th December 2024 @ 6:00 at The Cafe.

It was agreed to invite Cheryl as the new manager

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