

## 2<sup>nd</sup> Trustee meeting for Broughton Parish Community Charity

Toll Bar Cottage on 1<sup>st</sup> November 2022 @ 7PM

Present: Leila Eccles, Andrew Wilson, Harry Landless, Chris Dew, Sarah Bunting, Gemma Johnson

In attendance: Cllr Hastings was present and agreed to take the minutes.

Apologies: none

- 1.1 Chris Dew was appointed Chair of the meeting.
- 1.2 The attendees explained why they were and the skills sets they are bringing to the charity. These skills are legal, accountancy, business, HR, people management, project management plus many others. Most live in the village and two volunteer at the cottage. Harry Landless has agreed to act as the link between the Trustees and the Cottage Management committee.
- 1.3 The minutes of the foundation meeting on the 6<sup>th</sup> October 2022 were agreed by those present there were no matters arising not dealt with at this meeting

### 2 Charity Commission Application

- 2.1 The following documents were are available for discussion:

The draft application had already been circulated

Copies of the draft business plan were available and Leila read the document to the group

- 2.2 The documents were discussed and seen as a good way forward incorporating existing practice and future plans. PH to complete the timeline to accompany these minutes.

- 2.3 Andrew Wilson proposed the following resolutions and Harry Landless seconded

1. To approve the application and adopt the business plan
2. To Instruct Forbes Solicitors LLP to submit the application to the Charity Commission.

All present were in agreement

- 2.4 The attendees agreed to become the foundation Trustees & completed the declarations

- 3.1 AOB

Cllr Hastings representing the Parish Council & the Cottage Management Committee then explained the current plans and clarified where needed. She explained that the bookkeeper/secretary Jenny Platt (Role descriptor attached) was employed on the 31<sup>st</sup> October. This role is self-employed and will move across to the charity once employed.

Cllr Hastings to make arrangement for a website and email address as required by the CC.

It was agreed to meet again on the 8<sup>th</sup> December 2022 at 6.30pm at the Cottage. Leila Eccles will chair that meeting and will agree the Agenda, with Jenny. It was agreed to invite the Cottage Manager Michelle Howard to that meeting.

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Chair

