



www.broughtonparishcommunitycharity.org.uk



Date **6th December 2022**



Time **6.30pm**



Location **Toll Bar Cottage**

Broughton Parish Community Charity – Trustees Meeting

Meeting Minutes

Present:

Leila Eccles, Andrew Wilson, Chris Dew, Sarah Bunting, Gemma Johnson, Jenny Platt (Secretary)

Apologies:

Harry Landless, Michelle Howard

1. The meeting was chaired by Leila Eccles - apologies were received from Harry Landless and Michelle Howard.
2. The minutes of the previous meeting held on the 1st November 2022 were agreed following an amendment to date of the next meeting which should have been stated as 6th Dec 2022.
3. a) Roles and responsibilities of members – it was agreed that Terms of Reference are required before roles and responsibilities can be established. The Terms of Reference will need to be updated on an ongoing basis.
b) Actions to enable processes: –
 - Charity Bank Account – it was agreed that Jenny Platt, Andrew Wilson and Chris Dew will be authorised signatories for the Charity Bank Account once it is transferred from Broughton Parish Council.
 - Declarations of Interest – these should be completed by each member and reviewed on an annual basis.
 - Risk Register – this will be required by the Charity.
 - Cottage Management Committee – roles and responsibilities in relation to the CMC and management decisions relating to the TBC (including the staff) will need to be established.
 - Various actions that can be taken prior to the Charity being registered were discussed and agreed - these are detailed below.
4. a) There was a round of introductions where each attendee gave a brief overview of their background and relevant experience in relation to the Charity. This was for the benefit of Jenny Platt (Secretary) who was attending the meeting for the first time.
b) Michelle Howard (Toll Bar Cottage Manager) was unable to attend the meeting – it was agreed that she would be provided with a summary of the main points discussed and invited to the next meeting.
5. The Charity Commission Application has been submitted – it was agreed that JP would provide progress updates as they are available from Pat Hastings.



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6. Action Plan Decisions – The Cottage Actions document collated following the previous meeting was discussed. It was agreed that JP will update and circulate the document to show the current status of each action.
7. Minutes of the Cottage Management Committee held on 29/11/22 were not available – it was agreed that JP would circulate the minutes when they are issued.

Action Items	Owner(s)	Review Date	Status
Verify if the Heritage Lottery Funding due in December 2022 has been received.	JP	31 Dec 2022	In Progress
Provide an update regarding BPC's current VAT position in relation to Toll Bar Cottage.	JP	16 Jan 2023	In Progress
Trustee Insurance including Public Liability – do research to establish options available and send to members by email – Cam & Co used by BPC.	JP	16 Jan 2023	In Progress
Declaration of Interests – email Pat Hastings for a copy of the documentation used by BPC and see if there is any guidance and/or templates on the Charity Commission website.	JP	16 Jan 2023	In Progress
Terms of Reference – check for guidance and/or templates on the Charity Commission website.	JP	16 Jan 2023	In Progress
Liaise with Pat Hastings regarding additional email addresses for members and establish if the domain name @broughtonparishcommunitycharity.org.uk can be shortened.	JP	16 Jan 2023	In Progress
Using the Charity Commission website, collate a summary of Trustees' responsibilities that can be issued to members.	AW	16 Jan 2023	In Progress
Review the guidance provided on the Charity Commission website for any useful/relevant information that can be shared at the next meeting.	All	16 Jan 2023	In Progress

8. **Date and Time of Next Meeting:** 6.30pm on 16th or 18th January 2023 at Toll Bar Cottage