



**Broughton Parish Community
Charity
Charity Trustees Meeting
Minutes of Meeting on 30/01/2024
at Toll Bar Cottage**

www.broughtonparishcc.org.uk
Registered in England and Wales
Registration Number: 12018657

Present:

- 1) Trustees: Andrew Wilson (Chair), Chris Dew, Gemma Johnson, Harry Landless, Peter Burton (Secretary), Sarah Bunting, Leila Eccles

Guests: Nigel Parkinson (Broughton Parish Council), Barry Moore (Broughton Club)

- 2) Apologies: None

- 3) Caroline Colley was meant to have been in attendance to outline to the trustees her role, however due to an error in communication the invite was not delivered. Caroline will be invited to the next meeting.

- 4) Barry Moore was invited to present to the meeting some information about the club in advance of the item in Agenda point 7 re Padel Tennis. The club is a private members club, however it is aiming to be more community orientated, and is encouraging usage by other groups. It currently has record membership.

AW finished the discussion/presentation, by stating that the club is more open than thought, and communication channels between the club and the charity should be kept open

- 5) The Trustees agreed that they were willing to take over the running of Toll Bar Cafe from 5th February 2024 and the Licence for managing the Building, and the Business transfer from Broughton Parish Council to Broughton Parish Community Charity were signed by Andrew Wilson (Chair) and Leila Eccles (Vice Chair)

- 6) The Trustees responsibilities were confirmed as:
 - a) Andrew Wilson - Chair, Legal & administration
 - b) Leila Eccles - Vice Chair, and HR
 - c) Chris Dew - Finance & budgeting (alongside Peter Burton)
 - d) Harry Landless - Line Manager for Cafe manager and cottage cafe
 - e) Gemma Johnson - Fundraising Initiatives and marketing



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f) Sarah Bunting - Volunteers, village engagement and Parish Council liaison

Gemma suggested that a Trustees skills audit is re-established, and that the Jenni is aware of all the Trustees skills

7) AW has contacted the Charity commission to extend the charity objective from just the Cafe to the whole community

A discussion was had regarding making an application to Broughton PC to jointly fund the proposed Padel Tennis courts at Broughton Club. Following the discussion it was felt that a lot more information was required before any application could be made. AW recommended that a draft presentation is put together to be put before the Trustees, prior to the Parish Council.

The Village Information day on Saturday 10th February was noted

8) The next meeting is Tuesday 27th February 2024 at 5:30 at the cottage.

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