



**Broughton Parish Community  
Charity  
Charity Trustees Meeting  
Minutes of Meeting on  
09/07/2024 at Toll Bar Cottage**

[www.broughtonparishcc.org.uk](http://www.broughtonparishcc.org.uk)  
Registered in England and Wales  
Registration Number: 12018657

**Present:**

- 1) Trustees: Andrew Wilson (Chair), Gemma Johnson, Sarah Bunting, Leila Eccles, Barry Moore, Chris Dew

Peter Burton (Secretary)

- 2) Apologies: Harry Landless

- 3) Minutes for the 2 meetings of 7th May 2024, and 11th June 2024 were agreed

4) From the applications received for the position of Cafe manager 2 Candidates were interviewed, and both were offered a trial day. 1 candidate withdrew following interview, and the other will be offered the position. Salary to be £25,500 per annum with a 3 month probation period, and 6 month pay review. Peter will follow up on the references, and Andrew will draft an offer letter, with the intention to start on 1st August.

Due to misunderstandings during the application process it was decided that all future external communication be done through the secretary.

5) The staff have been awarded the agreed pay rise, and Harry has conducted interim appraisals, with full appraisals to be carried out by the new manager.

6) The Paddle Courts at Broughton Club have received planning permission and work will commence with immediate effect. Andrew & Chris will draw up a loan agreement for the £25,000 grant from the Parish Council, and they will be approached when the money is required.

7) There was thought that further work is required on the Charity website, to incorporate all the required information. It was also agreed to produce a new logo for the cafe.

8) a) The lottery transfer is still being worked on. The Lottery Logo should also appear on the Website,



b) Andrew will produce standard contracts

c) Peter explained the trading figures for June.

d) Although he has had a busy couple of Months with other things, and had sent apologies to this meeting Harry has agreed to remain line manager and main contact for the cafe staff.

e) Gemma asked if the warm spaces grant had been received, and it was confirmed that it had been passed on from the Parish Council.

f) Sarah reiterated the need for assurances of stability for the volunteers

g) Caroline was sorting the fire inspection

9) Andrew said he was keeping an eye on the Pinfold Development as he would like it to have the potential to be a community asset.

10) Barry reported that if the charity wanted it the club had marquee available.

Sarah stated that the other applicant for the manager position had asked if it would be possible to hire the Cafe in the evening as a pop up restaurant. It was agreed that the cafe could be hired for something like this just like any commercial hiring.

Sarah concluded the meeting by stating that she wished to resign as a trustee. She felt that during the period of appointing the new manager she had found it hard being a Trustee & Volunteer, and felt continuing as a volunteer was more important. Andrew thanked her for all the time and effort she has put in as a Trustee.

The next meeting is Tuesday 3th September 2024 @ 6:15 at Broughton Club



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