



[www.broughtonparishcommunitycharity.org.uk](http://www.broughtonparishcommunitycharity.org.uk)



Date **16th January 2023**



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), Pat Hastings (Broughton Parish Council Chair) Michelle Howard (TBC Manager), Carole O'Neill (TBC), Natalie Smith (TBC), Julie Singleton (TBC)

#### **Apologies:**

Harry Landless, Kevin O'Sullivan (CMC)

1. The meeting was chaired by Andrew Wilson - apologies were received from Harry Landless and Kevin O'Sullivan (CMC).
2. Pat Hastings provided a TBC update and the TBC P&L Report for Jan 2022 to Dec 2022 which had been distributed to the Shadow Trustees prior to the meeting was discussed.
3. It was established that a further two payments are due from National Lottery in 2023 and the amounts due are tapering. £11K is due in May/June then a final payment of £11K in Dec 2023. An uplift of £6K has also been applied for and PH is awaiting a decision – it was agreed that one Trustee would work with PH until the National Lottery funding ends.
4. Several requests/queries were raised regarding the TBC financial information:-
  - TBC budget information up to the end of March 2024 when the National Lottery funding ends was requested.
  - How the TBC intends to breakeven/generate a surplus once the National Lottery funding ends.
  - Profit Margin % on food sold and the difference between the output and input VAT is required.

Actions relating to the above points will be recorded below and added to the Shadow Trustees Actions Log.

5. Pat Hastings explained that TUPE would need to be explained to the TBC employees – they have no employment rights as they have been employed for less than two years. Job descriptions are to be reviewed and the employees will have 10 days to make a decision regarding TUPE. There is no obligation to offer employees a new role once Charity status is achieved but redundancy payments will be due if staff do not continue. The Solicitors will arbitrate if necessary.



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6. Michelle Howard (TBC Manager) and TBC Staff - Carole O'Neill, Natalie Smith and Julie Singleton joined the meeting and were introduced to the Shadow Trustees.
7. Discussions were held regarding what could be done to ensure the TBC was sustainable once the National Lottery funding ends. The following suggestions were made:-
  - Increase the opening hours of TBC (currently Mon – Sat from 10am to 2pm) which should increase volumes sold and generate additional revenue – MH stated that this would require an increase in staff hours (there would be a cost for this) and significantly more volunteers than they currently have. MH also stated that TBC is currently used by a few local groups after 2pm which generates some room hire income.
  - Increase in price – looking at the price board in the TBC, it appeared that the pricing was inconsistent. MH knows that she needs to do more work to establish if the pricing structure is correct but is struggling to find capacity to do this. It was noted that TBC is a community facility and residents should not be deterred from using it due to high prices. There was a 10% price increase in Nov 2022.
  - Recruitment of more volunteers – there are currently approximately 35 volunteers but this needs to be increased. This will allow longer opening hours and free up more of MH's time for management/administrative tasks.
  - Promotion of TBC and Volunteering Opportunities – ways in which this could be done were discussed such as better use of social media, signs on the Guild Wheel and the use of notice boards to promote TBC. A drive to recruit more volunteers is in progress.
8. It was agreed that various options should be explored to ensure that TBC is financially sustainable before the National Lottery funding ends. Some budgeting and financial modelling is required to support this so the financial impact of any changes can be assessed.
9. At this point the meeting closed – it was agreed that the outstanding agenda items would be covered at the next meeting.
10. **Date and Time of Next Meeting:** 6.30pm on 20th February 2023 at Toll Bar Cottage

| <b>Actions</b>   | <b>Owner(s)</b> | <b>Review Date</b> | <b>Status</b> |
|--|-----------------|--------------------|---------------|
| Provide TBC budget and funding information up to the end of March 2024 when the National Lottery funding ends. | PH              | 20 Feb 2023        | In Progress   |



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| <b>Actions</b>   | <b>Owner(s)</b> | <b>Review Date</b> | <b>Status</b> |
|--|-----------------|--------------------|---------------|
| Calculate the profit margin % on food sold and the difference between output and input VAT.            | JP              | 20 Feb 2023        | In Progress   |
| Undertake budgeting and financial modelling to so the financial impact of any changes can be assessed. | CD, PH, MH & JP | 31 March 2023      | In Progress   |