



www.broughtonparishcc.org.uk
 Registered in England and Wales
 Registration Number: 12018

Broughton Parish Community Charity Inaugural Charity Trustees Meeting Minutes of Meeting held 20th Feb 2023 at Toll Bar Cottage

Present:

Trustees: Andrew Wilson (Chair), Sarah Bunting, Chris Dew, Leila Eccles, Gemma Johnson, Harry Landless, Jenny Platt (Secretary)

	Agenda Item	Considerations	Notes/Actions
1.	Apologies	The meeting was chaired by Andrew Wilson – no apologies were received.	
2.	Last meeting minutes.	Minutes of the meetings held on 6th December 2022 & 16th January were agreed. It was noted that most of the matters arising would be covered later in the agenda.	
3.	Trustees	The Shadow Trustees formally agreed to become Trustees of Broughton Parish Community Charity.	
4.	Declaration of Interests	No conflicts of interest were declared.	
5.	BPCC Bank Account	The options considered by the Trustees were CAF Bank, Unity Bank and the Co-operative Bank. It was confirmed that Chris Dew, Andrew Wilson and Jenny Platt would be authorised signatories for the bank account. DECISION: The Trustees unanimously agreed that a BPCC bank account should be opened at the Co-operative Bank.	Jenny to proceed with opening a new BPCC bank account at the Co-operative bank.
6.	Review of BPCC Actions Log	<ul style="list-style-type: none"> • Trustee Insurance including Public Liability – JP has obtained some quotes that can be compared to a quote from Cam & Co to ensure value for money. 	JP to obtain a quote from Cam & Co. then forward all quotes obtained to the Trustees by email so a decision regarding insurance provider can be made.
		<ul style="list-style-type: none"> • Conflict of Interests – policy and form required. 	JP to draft a Conflicts of Interest Policy and forward to the Trustees for review prior to approval.



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		<ul style="list-style-type: none"> Undertake budgeting and financial modelling so the financial impact of any changes can be assessed. 	CD, PH, MH & JP will action this when the new bank account is open and an EPOS system has been implemented.
7.	Terms of Reference & Financial Regulations	DECISION: The Trustees unanimously approved the Terms of Reference provided by PH with minor amendments.	JP to draft BPCC Financial Regulations so they can be reviewed by the Trustees at the next meeting.
8.	Object of BPCC	DECISION: The Trustees unanimously agreed to accept the Objects of BPCC as stated in the BPCC Governing Document.	
9.	Trustees' 6 main duties	All Trustees confirmed that they had reviewed the documentation previously circulated by AW so they are aware of their main duties.	
10.	Allocation of Trustees Roles and Responsibilities	<p>DECISION: The Trustees unanimously agreed the following roles and responsibilities:-</p> <ul style="list-style-type: none"> Andrew Wilson – Chair & Lottery Sarah Bunting – Vice Chair Chris Dew – Treasurer Leila Eccles – HR (incl. TUPE) Gemma Johnson – Governance Harry Landless – Cottage Management Committee 	
11.	Charity Trustee Training and support from NVCO	The Trustees discussed an alternative option of acquiring SLCC membership via Broughton Parish Council which would potentially be cheaper than membership of NVCO.	JP to contact Pat Hastings (Chair of BPC) to establish if SLCC membership is possible and if so the cost.
12.	Any Other Business	JP advised the Trustees that she would be resigning from her role as BPCC Bookkeeper/Secretary on 27 th March 2023. The vacancy is due to be advertised ASAP.	

Date and Time of Next Meeting: 6.30pm on 27th February 2023 via Microsoft Teams



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Signed: 	Date: 20th March 2023
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