



Broughton Town Council/Broughton Village Hall Trustees Minutes

Minutes of the meeting of Broughton Town Council/Broughton Village Hall Trustees meeting held at 6.30pm on Monday 14th April 2025 at the Phil Grundy Community & Sports Centre.

Present: Cllr Carter, Price, Portess, Cllr Ross, Cllr Senior (Chair), Cllr Simpson, Cllr Taylor, Cllr Harness & Cllr Lee.

Also present: 3 residents & Town Clerk – Deb Hotson.

AGENDA

1. To receive apologies and reasons for absence.

All the members were present.

2. Public Participation.

A resident and member of the Village Hall Committee thanked Cllr Ross who had recently resolved a safeguarding issue at the village hall.

The resident also raised concerns regarding an alleged inappropriate discussion in a public place after the WI meeting last Thursday.

Cllr Price stated that she had been present at the time and in her opinion there had not been an inappropriate discussion.

Cllr Harness stated that when she wrote the minutes of the previous meeting as an inexperienced Secretary she had done so as spoken and had named a person assisting the charity at the time detailing information that was not correct. Cllr Harness had since apologised to the individual which had been appreciated.

In the absence of Cllr Harness at the last Village Hall meeting the minutes had been sent out in a pdf format and copies printed off for the meeting. The Council stated that the minutes should have been deferred until the amendment had been approved.

Another resident raised concerns regarding a recent coffee morning event, of which she was upset with the actions of some of the committee members. The running of future events was agreed.

The resident who had raised concerns regarding the recent coffee morning will provide receipts in future.

Cllr Ross stated that she would be resigning from the position as Treasurer with effect from 31st May. The work involved in the NLC Mayoral duties later in the year would take all her time and she felt that there was hostility as to the way the Trustees are expected to run the hall.

Cllr Senior thanked Cllr Ross for the work that she had put in.

3. To approve the minutes of the previous meeting held on 13th January 2025.

Resolved – approval of the minutes of the previous meeting.

4. To record declarations of interest by any member of the Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

None declared.

5. To note dispensations given to any member of the Council in respect of the agenda items listed.

None outstanding.



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6. To consider the exclusion of the public and press in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1(2) due to the confidential nature of the items to be discussed.

Resolved – exclude the public and press from the meeting.

7. Broughton Town Council / Village Hall Trustee update and actions:

- a. Update on actions from the last meeting as detailed in the minutes.

See the action plan below.

- b. Update on the running of the hall.

Cllr Harness had been delegated to speak for all VHC members present. She stated that there had been a lot of issues to deal with. Cllr Harness stated that Broughton Town Council had been irresponsible and not carried out their duties as Custodian Trustees. All Members present were Custodian Trustees.

Cllr Harness stated that it was a shame that Cllr Ross was leaving, and it was a consensus by the village hall committee was that whatever was done was not enough.

The Clerk explained that due to the lack of meetings and involvement prior to 2022 there were no requirements put on to the Village Hall Committee from the Town Council. This has had to change to ensure that the Village Hall is running as per the charity and trustee requirements.

HWRA have been involved in obtaining information to verify what is required in the running of a village hall, as per the action plan detailed below.

It was stated that some of the vat could be reclaimed, the Clerk suggested that the Committee should seek advice from HWRA.

It was suggested by the members of the Village Hall Committee that they would resign and hand back the management to the Town Council. Cllr Senior endorsed the Management Committee and asked that they continued and to ask for assistance from the Town Council if and when required.

It was suggested that some H & S checks were not being carried out at the centre, although not relevant to this meeting the Clerk explained that she would look into this.

The meeting was closed at 7.55pm and a further meeting would be organised to complete the remaining items.

- c. Activities and user groups for 2024/25.
d. Update on procedures and policies – constitution/trust deed/finance policy.
e. Update on planned projects for 2024/25.
f. Maintenance update.
g. Solar Panel update.
8. Financial Status:
a. Quarterly reconciliation.
9. To confirm the time and date of the next meeting.



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Actions plans Trustees Meeting

<u>Action</u>	<u>Responsible</u>	<u>Notes/Actions</u>	<u>Date to be completed</u>
Utility contract - NLC	Cllr Ross	The contracts do not end until 01/04/25. The fixed price purchased for the Electricity is guaranteed to reimburse the £440 outlay to secure the contract. Cllr Ross confirmed that the £440 had been received back into the accounts and the new contract was in place.	01/04/2025 Closed.
Solar Panel smart export scheme	Cllr Price /Clerk	Cllr Price progressing. Cllr Price to reinstate the request for a new smart meter now the new contract is in place.	Ongoing
Toilets	Cllr Harness	Quotes obtained, grant to be submitted. Item deferred.	30/06/2025
VAT reclaim	Cllr Ross	Claim submitted. VAT being reduced for each bill. Evaluation to be carried out to ensure the amount reclaimed is correct. Cllr Ross stated that this was still ongoing.	ASAP but before 31/05/2025
BTC/NLC Library Lease	BTC	Decision to be made on the way forward. Item deferred.	30/06/2025
Covering of exposed pipework	Handyman	The majority has been completed, a small area still to complete. Clerk to chase. The handyman is aware of the works required.	ASAP
Change of bank statement date	Cllr Ross	Change the bank statements to commence from the 1 st of each month to the end. Cllr Ross to sort prior to 31st May.	31/05/2025
Gift Aid	Cllr Ross	Apply for gift aid. Item deferred.	31/05/2025
Monthly Drum Draw	VHC	Initiate this way of fund raising. Item deferred.	30/06/2025
Go Funding	VHC	Set up some form of funding to assist with projects. Item deferred.	30/06/2025
Social Value	Town Clerk	To obtain the relevant info from NLC. The Clerk has been in touch with NLC regarding Social Value and has tried to make contact with the contractors working on the MUGA with no response.	31/01/2025 Closed.
Agenda / Minutes	Cllr Harness	To be circulated to BTC and all user groups.	Ongoing from 14/01/25
Charity Commission	Cllr Ross	Change the financial year to run 01/04 – 31/03. Cllr Ross to amend for the 2026/27 year end.	31/05/2025
<u>Documentation</u>			
Constitution	VHC/BTC	Arrangements are to be made for HWRA to tidy up the document for submission to the Charity Commission.	Closed.
Financial Policy	Cllr Ross	Policy to be completed.	31/05/2025
Declaration	Cllr Harness	To be signed by all Management Committee Trustees.	30/09/2025
Reserves Policy	Cllr Ross	To be created. This will be carried out at the AGM. This was deemed not applicable.	Closed.



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Energy Survey

<u>Recommendation</u>	<u>Responsible</u>	<u>Outstanding Action</u>
Check for insulation fitted in the hall ceilings	Committee	Fit insulation if not already in place. None in place.
Replacement of conventional lights to LED	Committee	Three quotes to apply for grant funding. Ongoing.
Seal area between the floor and skirting board and the windows with mastic	Committee	DIY job. To be closed.
Passive lights for use in the foyer and toilets	Committee	Engage an electrician. Ongoing.
Light timer for the car park	Committee	Engage an electrician. Completed.
Check if cavity wall insulation is present	Committee	Engage professional. To be closed.
Full H & S inspection annually and weekly maintenance/H & S checks	Committee	Allocate Committee member responsible for inspections. These checks are in place.