



Broughton Town Council/Broughton Village Hall Trustees Minutes

Minutes of the meeting of Broughton Town Council/Broughton Village Hall Trustees meeting held at 6.45pm on Monday 15th July 2024 at the Phil Grundy Community & Sports Centre.

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

Also present: 1 resident, Town Clerk – Deb Hotson.

AGENDA

1. To receive apologies and reasons for absence.

No apologies received.

2. **Resolved** - to temporarily suspend the meeting for a period of normally, no more than 20 minutes, but at the Chairman's discretion to allow for a period of public participation. Members of the public may raise subjects, which they wish to bring to the attention of the Town Council. Items relating to matters on the agenda will be taken first and any decisions will be made when the meeting is declared opened.

A resident asked who had designed the newly installed radiator system to which he was told that the plumber had done this. The Clerk was asked for an explanation on the system installed.

3. To approve the minutes of the previous meeting held on 15th April 2024.

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,

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

Cllr Ross provided the following report as Chair of the Village Hall Committee.

a. Update on the running of the hall.

Cllr Ross stated that the hall continues to be a very popular venue and 2 further groups have been accepted which sees the hall being used Monday to Friday.

b. Activities and user groups for 2024/25.

The booking officer holds details of the regular user groups, some days there are up to 4 different users.

There were no concerns raised by the management committee at their last meeting other than about the exposed pipework from the recent works.

Since the last meeting a tabletop sale has been held raising £212.44 and a Bingo evening has been held raising a further £161 towards funds.



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A lady attending the event stated that all monies raised from the sale of the games book had to be shared as prize money, so this is what happened on the evening as the Committee were not aware of these rules.

Since the event Committee members have contacted the Gambling Commission and this information was incorrect. As a registered charity and it being a community building, fixed monetary prizes are permitted, and any monies left over from the sale of the game's books could have gone towards the hall's upkeep. A further £100 could have been made.

c. Update on procedures and policies – constitution/trust deed.

The procedures and policies have been brought up to date.

These will need to be reviewed again at the next AGM and each year thereafter.

The Trust Deed/Constitution is still outstanding. The office is waiting for confirmation on what is meant by Appointed and Elected members from the solicitor. Cllr Ross to then provide this information with most of the members that were elected at the last AGM.

The AGM should be held annually which will see the election of Chair, Secretary & Treasurer and Committee Officers and the checking of policies/procedure etc.

d. Update on planned projects for 2024/25.

The planned upgrade to the main halls heating system has been completed thanks to a grant from Egdon. The works to enclose the pipework is still outstanding – see below in g.

Cllr Ross will be obtaining 3 quotes to upgrade the toilets including the replacement of the toilet bowls, new partitions and flooring. This will be funded by a further grant from Egdon. This has to be submitted by the end of August.

e. Financial status – 2022/23 & 2023/24.

The accounts are up to date to the month ending 30th June 2024.

Turner Warren is now dealing with staff salaries, pensions and HMRC. All payments are up to date.

This leaves just over £2k in the bank but there is outstanding income yet to be received.

The vat for the gas has now been amended and the Committee are only paying 5%.

NLC are having to sort out the mix up with the meters.

The contractors do not stop until April 2025 and Cllr Ross stated that they had a provider that had provided costs to take over. It was suggested that prices are reviewed once the contract has come to an end to ensure that the best prices are obtained.

It was suggested that Cllr Ross contact the Leader of NLC for assistance in getting this sorted.

f. Charity Commission update.

The 2022/23 information is now ready for submission once an internal audit has been completed. Cllr Ross to ask Turner Warren to undertake this.

Cllr Price will take on the role of inputting the data and providing a reconciliation for each meeting.

Once this has been completed these accounts will go for an internal audit and then be submitted by 30th July.



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g. Maintenance update including the covering of the exposed pipework.

The Clerk provided a cost for the covering of the pipes which will be carried out by the handyman.

The Clerk explained that the clips click on to the pipe and then the cover on to the other side of the clips.

Resolved - the meeting was closed to allow a member of the public to speak.

The resident stated that the clips click on to the pipe and then the cover. This confirmed what the clerk had just detailed.

Resolved – the meeting was reopened.

Resolved – the council will pay for the works to be completed by the handyman. Handyman to investigate what the other pipes are in the hall that are not boxed in but are just painted.

The removal of the sink was discussed and agreed at the last meeting due to its lack of use and its state of repair which is causing damage to the outer wall. A member of the Drama Group was present at the meeting and had agreed to this.

Another member of the Drama Group contacted Cllr Ross a few days later stating that the sink is used twice a year and needed to remain. The member of the Drama Group has been invited to attend the next meeting to discuss. It would cost approximately £60 to have the unit removed and almost £100 to have proper pipework installed. The Drama Group do have full access to the disabled toilet and kitchen facilities.

Clerk to ask the Handyman for a cost to repair and remove.

Some users are leaving jumble on the stage which could potentially be a fire hazard. The booking officer to send out to all users the fire regulations/procedures highlighting those items not to be left on the stage.

The deep clean of the hall will be completed once any decorations are carried out.

h. Administration support.

Cllr Ross stated that the Management Committee would like to say thank you to the Deputy Clerk and provide her with flowers for the work that she has carried out. The Council agreed with these actions.

Cllr Harness will carry out the Secretarial duties and Cllr Price will pick up the inputting of financial data.

7. To confirm the time and date of the next meeting as Monday 7th October at 7pm.

The next meeting was agreed.

8. To consider (if required) the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of any item(s) to be discussed.

No further items to be discussed.

The meeting closed at 7.40pm.



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Actions plans Trustees Meeting

<u>Action</u>	<u>Responsible</u>	<u>Notes</u>	<u>Date to be completed</u>
Utility contract - NLC	Cllr Ross	The contracts do not end until 01/04/25. Contact NLC Leader for assistance.	01/04/2025 30/07/2024
Apply for DNO to allow export / payment of unused electricity.	Cllr Portess/Cllr Senior	Process to be started asap.	30/07/24
Turner Warram - payroll	Cllr Ross	Set up agreement to manage staff payroll and assist in resolving HMRC issue. Auditing of 2022/23 accounts. Auditing of 2023/24 accounts.	Completed ASAP 30/07/2024
Constitution Risk Assessment	S Baig/Cllr Ross	Confirmation of appointed and elected members	30/07/2024
Kitchen	Cllr Ross	Refurbishment of toilets	15/08/2024
Accounts – Charity Commission	Cllr Ross	Uploading of 2022/23 accounts Uploading of 2023/24 accounts	ASAP
VAT reclaim	Cllr Ross	Claim submitted	ASAP
Covering of exposed pipework	Town Clerk/Handyman	To install a cover on the exposed pipework.	30/07/2024
Repair/removal of sink in back room	Committee member	Determine actions required. Town Clerk to get costs from the Handyman.	30/07/2024

Energy Survey

<u>Recommendation</u>	<u>Responsible</u>	<u>Action</u>
Check for insulation fitted in the hall ceilings	Committee	Fit insulation if not already in place
Replacement of conventional lights to LED	Committee	Three quotes to apply for grant funding
Seal area between the floor and skirting board and the windows with mastic	Committee	DIY job
Passive lights for use in the foyer and toilets	Committee	Engage an electrician
Light timer for the car park	Committee	Engage an electrician
Check if cavity wall insulation is present	Committee	Engage professional
Full H & S inspection annually and weekly maintenance/H & S checks	Committee	Allocate Committee member responsible for inspections.