



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 15th April 2024 at the Phil Grundy Community & Sports Centre.

Present: Cllr Price, Cllr Senior (Chair), Cllr Ross, Cllr Taylor & Cllr Lee.
Also present: 2 residents, Town Clerk – Deb Hotson.

AGENDA

1. To receive apologies and reasons for absence.

Apologies for absence received from Cllrs Harness & Portess.

2. Public Participation

A member of the public raised concerns about the utility costs at the village hall.

Cllr Senior has been able to assist and has so far been able to help with the electricity contract.

Cllr Ross has been informed that the contract for gas is in situ until April 2025 due to an agreement that was signed for by the previous Treasurer in 2021. There doesn't seem to be any minutes stipulating the agreement to sign the contract by the Committee so therefore it is possible the agreement was not authorised by the full committee.

Cllr Ross to contact a Cabinet Member who maybe able to assist in getting the village hall out of this agreement.

Cllr Senior has also assisted with the information to claim back VAT that has been paid at 20%.

Cllr Ross has submitted the information to the relevant person(s).

3. To approve the minutes of the previous meeting.

The minutes if the meeting held on 15th January 2024 were agreed as a true and correct record.

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.

Cllr Lee and Cllr Ross declared a personal interest.

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:

a. Update on the running of the hall.

Library Services have paid the invoice after intervention from the office (several attempts).

There is a new electricity contract from 1st April 2024.

A music license has been obtained.

Deputy Clerk to obtain a copy of the PL certificate which will need displaying in the hall.

The Waste Disposal contract can be reviewed in 2025.



Broughton Town Council/Broughton Village Hall Trustees Minutes

The invoice address for Anglian Water has now been amended and the outstanding balance has been paid and a direct debit set up.

PAT testing is due in May.

b. Activities and user groups for 2024.

All groups are happy. One comment was received from a member of one of the groups regarding purchasing new chairs and curtains. A committee member has offered the use of her steamer which will be used to clean the few chairs that are stained.

c. Update on procedures and policies – constitution.

S Baig has had it confirmed by HWRA that the Trust Deed is the Constitution. Waiting for HRWA to confirm how this can be updated and with what document.

Risk Assessment to be created – yearly.

d. Trusted key holder list.

The list has been amended and is in the file.

e. Update on projects planned for 2024.

Replacement heaters – for some reason it has been extremely difficult to obtain 3 quotes.

The quotes are to be confirmed this week and the grant request to be submitted to Egdon next week.

Kitchen – Cllr Ross stated that the units are ok, new doors and the work surface is required only.

The Clerk will chase this up again and Cllr Taylor will see if she is able to contact anyone she knows.

Cllr Ross stated that she is in the process of obtaining quotes to cover the flooring, but this all depends on finances. A healthy balance is required at all times until the utility contracts are all sorted.

f. Financial status 2022/23 & 2023/24.

Cllr Ross is working with Turner Warran to assist sorting the tax situation.

Both Cllr Ross and Sonia Baig are now registered with HMRC.

Cllr Ross and the Town Clerk to sort the Charity Commission out on Thursday 18th April. Cllr Ross to bring along the forms and all relevant documents.

Cllr Lee apologized for not having the minutes available for tonight's meeting but stated that she was unaware she would be taking the minutes until she arrived at the meeting. **Post Meeting** – the Deputy Clerk had made Cllr Ross aware she would be unable to attend the meeting the week prior.

The Moggies event had gone very well, and a further act has been booked for 11th October.

g. Maintenance update.

There had been a problem with the heating and the plumber has now repaired this which was a sensor that he stuck.

The tree in the grounds had fallen in the wind.



Broughton Town Council/Broughton Village Hall Trustees Minutes

The caretaker's husband had removed the branches overhanging the public areas.

Resolved to close the meeting to allow a member of the public to speak.

The member of the public stated that he had taken the tree down and that he had the relevant insurances to do so. The Clerk suggested that Cllr Ross checks with the insurance company that this is acceptable for future reference.

Resolved to re-open the meeting.

Cllr Ross to ensure that the caretaker's husband is covered under the insurance as a volunteer. Jobs to be given to BTC Handyman – couple of doors sticking and measuring up for a planter to replace the tree or for a place for a flagpole.

7. To confirm the time and date of the next meeting.

The next meeting is scheduled for 7pm on Monday 15th July 2024.

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 items to be discussed.

The meeting closed at 7.15pm.

Actions plans Trustees Meeting

| <u>Action</u> | <u>Responsible</u> | <u>Notes</u> | <u>Date to be completed</u> |
|----------------------------------|----------------------------------|---|-----------------------------|
| Utility contract - NLC | Cllr Ross/Cllr Senior | Ongoing | 15/07/24 |
| Utility contracts - new | Cllr Senior/Cllr Ross/ S Baig | Electricity now on new contract | 15/07/24 |
| Turner Warram - payroll | Cllr Ross | Set up agreement to manage staff payroll and assist in resolving HMRC issue | 15/07/24 |
| Constitution Risk Assessment | S Baig | Ensure all in place | 15/07/24 |
| Solar Panel | Cllr Ross/Cllr Senior | Paid for unused electricity back to the grid | 15/07/24 |
| Kitchen | S Baig/Cllr Taylor/Town Clerk | Donation of new kitchen | 15/07/24 |
| Accounts – Charity Commission | Cllr Ross | Uploading of 2022/23 accounts Uploading of 2023/24 accounts | ASAP |
| VAT reclaim | Cllr Ross | Claim submitted | ASAP |



Broughton Town Council/Broughton Village Hall Trustees Minutes

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 |
| Obtain quotes to replace the system from the boiler including radiators and control systems | Committee | Three quotes to apply for grant funding |
| 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. |