

Broughton Town Council/Broughton Village Hall Trustees Minutes

Minutes of the meeting of Broughton Town Council/Broughton Village Hall Trustees meeting held at 7pm on Monday 13th January 2025 at the Phil Grundy Community & Sports Centre.

Present: Cllr Carter, Price, Portess, Cllr Senior (Chair), Cllr Taylor, Cllr Harness & Cllr Lee.
Also present: Carole Foster – HWRA, Jane Owen – HWRA & Town Clerk – Deb Hotson.

AGENDA

1. To receive apologies and reasons for absence.
Apologies and reasons for absence received from Cllr Ross.
2. Public Participation.
No members of the public present.
3. To approve the minutes of the previous meeting held on 7th October 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. 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. To welcome representatives from HWRA to discuss the running/upkeep and management of the Village Hall determining actions required.
The guests were welcomed.
8. Broughton Town Council / Village Hall Trustee update and actions:
 - a. Update on the running of the hall.
Cllr Harness provided a verbal report:-
The hall is running smoothly, only one issue with a user group regarding contamination of the floor which had been dealt with.
As discussed at a previous meeting the crockery had been removed from the site, this has now been replaced with funds raised at a Bingo event and these will be placed in a locked cupboard and will be monitored.
Waiting for the last bit of pipework to be boxed in. Clerk to remind the handyman.
More quotes are being obtained for the refurbishment of the ladies' toilets.
Had a good couple of months financially. The NYE event was a great success and made a small profit.
The first meeting of the year will be held on 15th January.
All is going well and in a positive direction.

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b. Activities and user groups for 2024/25.

As detailed.

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

The Clerk stated that the solicitor had suggested there to be no change of the constitution which was agreed by the HWRA representatives. They would however help with a tidy up and submission to the Charity Commission in due course.

User Groups can join at any time of the year but do not have a right to vote until elected at the AGM. Once User Groups appoint then they are provided with both agenda and minutes of each meeting along with the Custodian Trustee.

The Declaration to abide by the constitution and not to have been declared bankrupt or have any creditor arrangements is to be signed. HWRA to provide a model document.

The finance policy had been sent to HWRA, and some amendments were discussed. The Clerk will do these and circulate.

Broughton Town Council are the Custodian Trustees of the Hall and the VHC are also Trustees but that of the Management of the Hall. This is to be reflected in the Finance Policy.

A discussion regarding a reserves policy was discussed and HWRA will send one to the Clerk. The lease between NLC and BTC for the Library was discussed and at some point, a decision will need to be made, and a minute/policy/TOR made regarding the receipt of the money for the use of the Library.

The contract from NLC for waste collections will end on 31/03. Another supplier will then be engaged with reduced costs.

The sanitary collection has also been cancelled and will be undertaken with all the relevant PPE and RAs in-house.

d. Update on planned projects for 2024/25.

Toilet refurbishment. The VHC decided not to approach local organisations for material and to apply direct to Egdon for full funding. The relevant Go Funding site could be used in conjunction after the Gift Aid application is successful.

e. Maintenance update.

As detailed above.

f. Solar Panel update.

It had previously been stated to the group that any funds obtained for the solar panels from the grid would be given to NLC. This was confirmed by other members of VHC that it was not the case so therefore the project would be resurrected again. Clerk to ring the company and get someone on site regarding the location of the smart meter.

Cllr Carter stated that her husband would take a look at the coffee morning event to see if he could locate it too.

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9. Financial Status:

a. Charity Accounting submission/Audit/access update.

All submissions are complete, and the accounts are up to date. Cllr Ross to ask the bank to provide bank statements from 1st to the end of the month which would make the process for Cllr Price easier to check.

b. Quarterly reconciliation.

Cllr Price to complete.

c. Other financial items.

It was confirmed that the VHC could apply for gift aid. HWRA to provide the link/template and then this would be actioned by the VHC.

It was agreed that a monthly drum draw would be looked into by the Committee which would bring in much needed revenue.

Funding has been secured for the Toddlers Group.

It was confirmed my HWRA that it was possible for the VHC to engage a 'Go Funding' scheme for items that required large amounts of revenue. There are different sites, but they do take commission. VHC to investigate. It was suggested that the Gift Aid status is obtained first. HWRA reps also suggested getting in touch with the local authority regarding Social Value fundings. Clerk to follow up.

HWRA reps stated that it was unusual to go down the route of paying money upfront to secure a fixed deal for gas and electricity, but the VHC stated that the £440 paid would be reimbursed once the contract started.

HWRA stated that the VHC should ensure that only 5% VAT is being paid to which they were informed that the bills had been reduced to compensate for the overpayment.

VHC to carry out an evaluation on the VAT paid and the reductions given to ensure that all money is returned for the past 6 years.

HWRA reps stated that the Village Hall Week was scheduled to commence 17th March, and details would be provided.

10. To confirm the time and date of the next meeting as Monday 14th April at 7pm.

The date was confirmed.

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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. The fixed price purchased for the Electricity is guaranteed to reimburse the £440 outlay to secure the contract.	01/04/2025
Solar Panel smart export scheme	Cllr Price/Clerk	Cllr Price progressing. Clerk to make contract with the company.	Ongoing
Toilets	Cllr Harness	Quotes obtained, grant to be submitted.	31/03/2024
VAT reclaim	Cllr Ross	Claim submitted. VAT being reduced for each bill. Evaluation to be carried out to ensure the amount reclaimed is correct.	ASAP
BTC/NLC Library Lease	BTC	Decision to be made on the way forward.	31/03/2025
Covering of exposed pipework	Handyman	The majority has been completed, a small area still to complete. Clerk to chase.	31/01/2025
Change of bank statement date	Cllr Ross	Change the bank statements to comments the 1 st of each month to the end.	31/01/2025
Gift Aid	Cllr Ross	Apply for gift aid	31/01/2025
Monthly Drum Draw	VHC	Initiate	ASAP
Go Funding	VHC	See up some form of funding to assist with projects.	ASAP
Social Value	Town Clerk	To obtain the relevant info from NLC	31/01/2025
Agenda / Minutes	Cllr Harness	To be circulated to BTC and all user groups.	Ongoing as of 14/01/25
Charity Commission	Cllr Ross	Change the financial year to run 01/04 – 31/03.	31/01/2025
<u>Documentation</u>			
Constitution	VHC/BTC	Arrangements are to be made for HWRA to tidy up the document for submission to the Charity Commission.	31/03/2025
Financial Policy	Cllr Ross	Ongoing	31/01/2025
Declaration	Cllr Harness	To be signed by all Management Committee Trustees.	31/01/2025
Reserves Policy	Cllr Ross	To be created.	31/01/2025

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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.