



Broughton Town Council

General Purposes Committee Minutes

Minutes of the meeting of the General Purposes Committee held at 7pm on Monday 10th June 2024 at the Phil Grundy Community & Sports Centre.

In the absence of an elected Chair, Cllr. Paul Senior was elected to chair the meeting.

Present: Cllr. Vee Harness, Cllr. Janet Lee, Cllr. Neil Simpson, Cllr. Paul Senior (Chair),
Cllr. Carol Ross & Cllr. Julie Taylor
Also present: Sean Clixby, Clerk to the Council – Deb Hotson & Deputy Clerk – Sonia Baig

1. Apologies for Absence

All present.

2. Declaration of Interest

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.

No declarations received.

3. To consider 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 the item to be discussed.

Resolved – to exclude the public and press for agenda item 4.

It was agreed to discuss item 5 before item 4 as the public was being excluded.

5. Cemetery Memorial H & S check

To consider the process followed for the checking of memorial safety, their repair and determine if any further actions are required.

The process followed for the checking of memorial safety and their repair was done in accordance with the recommendations given by ICCM. At the start of the process it was established that it was going to be difficult to trace ownership due to lack of records prior to 2008. It was therefore difficult to trace and contact owners and so the Council had decided to bring all memorials to the standard of safety required by law without contacting owners and also to cover the costs of the work. Anyone wishing to make changes to any existing memorials needs to provide proof of ownership via documentation. It is recommended to inform Council that there are no further actions.

4. Booking System

The limitations of the current booking system were discussed such as reliance on a staff member being present to take bookings/make amendments/take cancellations and these cannot therefore be done when the office is closed. Invoicing is also currently a long and arduous process as it involves inputting figures in to Excel.



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The booking software Pitchbooking and Bookteq were discussed as a solution to the current booking and payments issues. These would also allow particular pitches/rooms to be marked as unavailable to the user which would be useful when pitches are being rested. It was felt that these solutions may be costly but there might be an opportunity to negotiate cost with both the providers. It was resolved that Full Council be asked if both the booking providers can be asked to present their software to the General Purposes Committee via presentations at two separate meetings, preferably on consecutive nights.

6. **AOB**

No further issues raised.

7. **Date and Time of the next meeting**

To confirm the date and time of the next meeting.

It was resolved that the next meeting is on Monday, 1st July 2024 at 6.30pm at the Phil Grundy Community and Sports Centre, Scawby Road, Broughton

The meeting closed at 7.40pm.