

# 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 7<sup>th</sup> October 2024 at the Phil Grundy Community & Sports Centre.

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

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## AGENDA

1. To receive apologies and reasons for absence.  
Apologies and reasons for absence received from Cllr Portess & Cllr Carter.
2. No members of the public present.
3. To approve the minutes of the previous meeting held on 15<sup>th</sup> July 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.  
Cllrs Harness, Ross and Lee 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.  
The new Management Committee are in place after the AGM.  
A new laptop and phone have been purchased using funding from HWRA.  
Microsoft Office has been purchased to add onto the laptop and this will be approved at the next VHC meeting. It was suggested that a financial policy is created. This will also be raised at the forthcoming HWRA Networking meeting on 20/11 to see what best practices are.
  - b. Activities and user groups for 2024/25.  
Three new users have been welcomed – an Art Class, Thia Chi & Kickboxing. All other users are content.  
Bingo nights are arranged for Friday 18<sup>th</sup> and a Chocolate Bingo on 13/12.  
The CPRE Best Kept Village Presentation will take place on Monday 14<sup>th</sup> October.
  - c. Update on procedures and policies – constitution/trust deed.  
The Clerk will be speaking with the solicitor in the next week regarding the constitution/trust.
  - d. Update on planned projects for 2024/25.  
Quotes have been received for the replacement of the toilets and the average came out at £48k. It was agreed that this was a large cost, and the committee have decided to do the ladies toilets first and a grant application will be submitted to Egdon.  
Cllr Ross is in the process of obtaining quotes to replace the lights with LED and motion sensors.

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Cllr Ross is completing an Egdon grant application for the Mothers & Toddlers Group for new equipment.

e. Maintenance update.

The pipes have been boxed in with the exception of a small area which will be completed in the next week or so.

f. Solar Panel update.

Cllr Price provided an update to the meeting on the progress of setting up the solar panel smart export scheme.

The meeting selected the relevant tariff and Cllr Price will proceed with the setting up.

7. Financial Status:

a. Charity Accounting submission/Audit/access update.

Cllr Ross to contact Turner Warran as accounts have not been completed yet and they need to be submitted to the Charity Commission as soon as possible.

Cllr Ross stated that 3 payments had been made to NEST in one month. Cllr Ross to ask the reason behind this.

Cllr Ross stated she had not yet received payment from NLC Library. Cllr Ross to provide the invoice and the Clerk will chase this up.

Cllr Harness stated that the Committee are thankful for Cllr Price inputting the financial data onto a spreadsheet and that they have every confidence in the Treasurer.

b. Review the Financial control policy.

A policy to be created for financial controls this will ensure a full transparent, paper trail for future accounting.

8. To consider the day that the meetings are held.

It was confirmed that the only day available for meetings is a Wednesday.

9. To confirm the time and date of the next meeting as Monday 13<sup>th</sup> January at 7pm.

The date was confirmed.

10. 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.

There was no reason to close the meeting.

The meeting closed at 8.10pm.

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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	Cllr Price progressing.	
Turner Warram – Auditing/NEST payments	Cllr Ross	Auditing of 2022/23 accounts. Auditing of 2023/24 accounts. Chase up why 3 payments made in 1 month.	28/10/2024 28/10/2024 28/10/2024
Constitution	Town Clerk/Deputy Clerk	Confirmation of appointed and elected members	
Toilets	Cllr Harness	Quotes obtained, grant to be submitted	31/12/2024
VAT reclaim	Cllr Ross	Claim submitted	ASAP
Covering of exposed pipework	Handyman	Majority has been completed, small are still to complete.	31/10/2024
Financial Policy	Cllr Harness (Secretary)	HWRA may have a template	28/10/2024
Northern Powergrid Foundation Fund	VHC	Apply for the funding.	14/10/2024

## 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.