



Broughton Town Council/Broughton Village Hall Trustees Minutes

Minutes of the meeting of Broughton Town Council/Broughton Village Hall Trustees meeting held at 7.45pm on Monday 9th October 2023 at the Phil Grundy Community & Sports Centre.

Present: Cllr Carter, Cllr Price, Cllr Senior (Chair), Cllr Harness, Cllr Ross, Cllr Taylor,
Also present: 2 residents & Clerk to the Council – Deb Hotson.

AGENDA

1. Apologies for Absence

Apologies for absence received from Cllrs Lee & Portess.

2. Public Participation – no members of the public wanted to address the Council.

3. To approve the minutes of the previous meeting.

The minutes of the meeting held on 6th April 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.

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:

a. Update on the running of the hall.

Cllr Ross stated that the hall was running smoothly. Due to sickness the Chair & Secretary are not currently present.

b. Activities and user groups for 2022/23.

The bookings are stable, and activities are going well.

The tribute acts have been well attended and the next one is scheduled for 10th December. The Committee has asked if the tribute act can be done on a Friday or Saturday next year rather than a Sunday.

A further event with the tribute act is being organized for January.

The tribute act gives all her profits to the Autism Unseen Charity.

There is a car boot booked in on 05/11 and Christmas Fayre on 25/11.

Cllr Senior stated that the Christmas tree is arriving on 20/11 and will be erected for a switch on 23/11.

c. Update on procedures and policies.

There are still some procedures that need updating/creating and this will be completed by the end of the year.



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The Pension Regulator information needs updating and the Insurance policy checking. Cllr Ross to check to see if monies have been taken for the insurance policy and a policy is in place. The annual fire risk assessment is completed, and the Legionella tests are done.

Cllr Ross to send the Legionella contact details to the Clerk.

Cllr Ross to send the Clerk the up-to-date asset register.

d. Trusted key holder list.

The list to be emailed to the Clerk.

Library staff are using the kitchen facilities and tea and coffee. Cllr Ross to discuss this with the staff as this facility is for VH users only and there is no agreement or charge for the Library to use the facilities other than staff using the toilets.

Members of the public are being given access unsupervised and this is causing problems in the hall with doors being left open.

A new urn has been purchased using the Village Hall Helpers Fund.

e. Update on projects undertaken for 2022/23 and planned projects for 2023/24.

Wi-Fi is now working, and this will incur a £1 annual charge for its use.

A grant has been secured from Egdon to renovate the small meeting room floor and this will be done the week commencing 15/01/24 and the hall will be closed for two weeks due to the fumes.

Cllr Ross is working with NLC to get the solar panel project back on track.

f. Update on the constitution – is it working/modernizing.

Cllr Ross to contact HWRA with a view to assisting in the reviewing of the Constitution.

g. Financial status.

The accounts have been reconciled until the end of August and the funds currently stand at £8,047.46.

The year end to be loaded onto the Charity Commission website.

The gas and electricity bills have reduced. Cllr Ross to contact Utility Aid to check that the Hall is on the best tariff available.

The Committee will be looking at engaging Turner Warram to undertake payroll.

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

The next meeting is scheduled for Monday 15th January 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 8.30pm.