

PARISH OF BROUGHTON.

Minutes of the Annual Parish Meeting for the Parish of Broughton, in the County of Northampton, as held at Broughton Village Hall on Wednesday, 18 March 2015.

Present: Parish Cllr Mrs MC Rust (in the Chair)
Parish Cllrs R Baxter, Mrs HJ Bull, Mrs JC Chester, Mrs PA Scouse, R Shrive, Rev B Withington
Mr GA Duthie (Clerk to the Parish Council)
County Cllr C Groome
Borough Cllr J Hakewill
Two electors.

15/1 **APOLOGIES.** Received from Parish Cllr. JH Noble (work commitment), and Mrs U Stamper.

15/2 **MINUTES.** The Minutes of the Annual Parish Meeting held on 19 March 2014, copies having been made available, were approved and consequently signed by the Chair.

15/3 **MATTERS ARISING FROM THE MINUTES.** None were raised.

15/4 **ANNUAL REPORT OF THE PARISH COUNCIL.** The Chair of Broughton Parish Council, Cllr Mrs MC Rust, submitted a report on the business and activities of the Council over the preceding year.

15/5 **STATEMENT OF PARISH COUNCIL ACCOUNTS.** A statement of the Parish Council's accounts comprising a copy of the Annual Return for financial year ended 31 March 2014 was submitted and noted after an opportunity for questions was given (copy annexed).

15/6 **ACCOUNTS OF PAROCHIAL CHARITIES.** Statements of account in respect of the Broughton Charities of Bentham and Others for the year to 31 December 2014, and the Broughton Playing Fields and Village Hall Association for the year to 30 April 2014, were submitted and noted after an opportunity for questions was given (copies annexed).

15/7 **REPORTS OF COUNTY/DISTRICT COUNCILLORS.** Borough Cllr Hakewill and County Cllr Groome both summarised key elements of the preceding year's business that had engaged them in their respective capacities and dealt with resulting questions.

15/8 **REPORTS OF LOCAL ORGANISATIONS.** None additional to the accounts referred to above were submitted; County Cllr Groome raised a query concerning the funding streams to be accessed in order to take forward the Village Hall improvement

plan.

15/9 **PROPOSED RESOLUTIONS SUBMITTED BY LOCAL ELECTORS.** None were submitted for consideration.

15/10 **LOCAL INITIATIVES.** None were discussed at this meeting.

15/11 **MATTERS OF GENERAL INTEREST ADMITTED BY THE CHAIR.** None were raised at this meeting.

There being no further business, the Chair thanked all present for their contributions, and the meeting was closed at 8:13pm.

Signed:.....

Chairman

Date: 16 March 2016

CHAIRMAN'S REPORT 2014/5

It has been another very busy year for the Parish Council and its Councillors with many Meetings and Consultations to report on. Some of these consultations are ongoing, whilst others are waiting to be published.

We also took part and contributed to the Appeal by the Developers for the site in Glebe Avenue. This was spread over three days and many Councillors and residents of Broughton attended. The Inspector's decision was that the Refusal by KBC should be upheld.

Another contentious consultation was the proposed Gypsy and Travellers Site at High croft (part of Broughton Common). This area has been dormant for many years and therefore was found to have many species of flora, fauna and insect life. A decision on this is awaited.

Councillors also met with the Contractor carrying out the works on Junctions 7-9 of the A14.

We are also in contact with the School and NCC in an effort to increase the safety of the children attending the School, mainly due to the inconsiderate parking in the area and the speed of the vehicles using Cransley Hill.

On happier matters, the long awaited Conservation Area has now been adopted.

Broughton once again took part in Operation Springbloom and the results of the many bulbs planted around the village can be seen. The crocus lawn at the Village Hall looked splendid this year.

KBC continue to replace damaged or diseased trees in the High Street Playfield.

The Parish Council was pleased to assist the Village Hall Committee in the submission of the Planning Application for the additions to the Village Hall which recently received Approval.

The Parish Council's Community Initiative Award was presented to Kate and Peter Horrix for the organisation of the excellent WWI Exhibition at the Church.

Unfortunately the Pocket Park was suffering from the lack of Volunteers and so it was decided to pay a Contractor to clear the main pathways. Further work will be carried out during the coming year.

The new Community Noticeboard was erected on Monday and we thank KBC for the Grant towards the cost.

The Broughton News changed its format this year and will now be published seasonally rather than annually.

The last edition featured John Stamper a long serving Parish Councillor who sadly died in September. He was also the keeper of the Broughton Archives which have now been transferred to the County Archivist in Northampton.

Unfortunately fly-tipping at the Kettering Road end of the village is taking place, and we request anyone with information on this to report it to the police.

The Christmas lights again looked beautiful and we had the added enjoyment of lights on the Village Christmas Tree.

As reported last year the Parish Grant from KBC has been withdrawn and therefore the Precept for 2015/16 has been substantially increased.

Before I finish I would like to thank my fellow Councillors and Clerk for their help and support over the year and also the many organisations that run within the village, which continues to make Broughton a very nice place to live.

And thank you all for attending.

Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here: **BROUGHTON PARISH COUNCIL** Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

| | Year ending | | Notes and guidance |
|--|---------------|---------------|--------------------|
| | 31 March 2013 | 31 March 2014 | |

Please round all figures to nearest £1. Do not leave any boxes blank and report 0 or Nil balances. All figures must agree to underlying financial records.

| | | | |
|--|---|---|---|
| 1 Balances brought forward | 11501 | 13144 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2 (+) Annual precept | 10830 | 11020 | Total amount of precept received or receivable in the year. |
| 3 (+) Total other receipts | 4 | 4 | Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here. |
| 4 (-) Staff costs | 4562 | 4502 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5 (-) Loan interest/capital repayments | NIL | NIL | Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any). |
| 6 (-) All other payments | 4629 | 6878 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7 (=) Balances carried forward | 13144 | 12788 | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6) |
| 8 Total cash and short term investments | 13144 | 12788 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation. |
| 9 Total fixed assets plus other long term investments and assets | 1 | 1 | The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March |
| 10 Total borrowings | NIL | NIL | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11 Disclosure note Trust funds (including charitable) | <input checked="" type="checkbox"/> YES | <input checked="" type="checkbox"/> YES | The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions. |

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[Signature]

Date 24/06/14

I confirm that these accounting statements were approved by the council on this date:

24/06/2014

and recorded as minute reference:

14/7075

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date 24 June 2014

BROUGHTON PLAYING FIELDS & VILLAGE HALL ASSOCIATION
Income and Expenditure Accounts for the year ended 30th April 2014

INCOME

£

Balance Brought Forward 1.5.13

| | |
|-----------------------|---------------|
| Current Account | 26,474.51 |
| Reserve Account | 7.90 |
| National Savings Bank | 10,560.64 |
| Cash | <u>179.79</u> |

b/f 37,222.84

| | |
|----------------------|-------------|
| Hire of Village Hall | |
| Regular Hire | 13,986.11 |
| Casual Hire | 2,777.13 |
| Refundable deposit | <u>0.00</u> |

| | |
|-------------------------------------|------------------|
| | 16,763.24 |
| Interest (National Savings Account) | 79.21 |
| Interest MHBS account | 0.00 |
| Village Show 2013 | 1721.44 |
| KBC Grant £500 Village Show 2013 | 500.00 |
| Cambridge Manufacturing VS Donation | 200.00 |
| Barclays Bank Village Show Donation | 1356.30 |
| KBC Grants for development | 4500.00 |
| Parish Council Precept | 2000.00 |
| Sport England Grant | 474.92 |
| Big Lottery Fund Grant | 3366.61 |
| Broughton Under 5's Donation | 720.00 |
| Donations from KBC - Chris Groome | 500.00 |
| Fund raising events | 50.90 |
| Grants unallocated to projects | -68.00 |
| Other Miscellaneous Income | 0.00 |
| | <u>32,164.62</u> |

69,387.46

EXPENDITURE

£

| | |
|--------------------------|-----------------|
| Major Projects, itemised | 15287.31 |
| Building Maintenance | 3493.02 |
| Electricity | 3236.22 |
| Phone & WiFi | 352.80 |
| Rates | 309.12 |
| Water | 520.87 |
| Insurance | 764.53 |
| KBC Refuse | 123.24 |
| Cleaning | 1396.50 |
| Cleaning Materials | 268.76 |
| Mobile Phone | 110.00 |
| Stationery & Postage | 90.33 |
| Miscellaneous | 707.43 |
| Other | 395.00 |
| | <u>27054.93</u> |

Balances Carried Forward at 30-Apr-14

| | |
|--|----------------|
| Current Bank Account | 8537.97 |
| LESS Unpresented 2013/14 Cheques/DD | -2363.73 |
| LESS Grant monies potentially to be returned | -68.00 |
| LESS 2014/15 Income RECEIVED | -119.26 |
| PLUS 2014 Village Show expenditure accrued | 25.65 |
| PLUS 2013/14 Income Cheques Banked late | 269.89 |
| | <u>6282.52</u> |

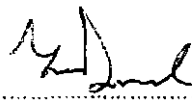
| | |
|--|----------|
| Reserve Account | 7.90 |
| Market Harborough Building Society Account | 25000.00 |
| National Savings | 10639.85 |
| Cash | 402.26 |

42,332.53

69,387.46

Signed:

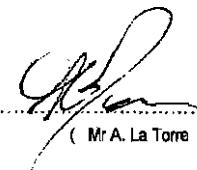
Treasurer.....


(Tim Durdin)

Date:

9/6/14

Auditor.....


(Mr A. La Torre)

Date:

9/6/14

INDEPENDENT EXAMINER'S UNQUALIFIED REPORT

Independent examiner's report to the Trustees of Broughton Playing Fields & Village Hall Association
I report on the accounts of the Trust for the year ended 30th April 2014, which are attached.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that a full audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

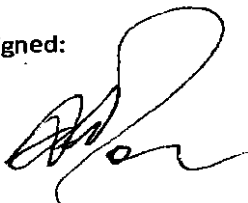
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
to keep accounting records in accordance with section 130 of the 2011 Act; and
to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Tino La Torre

Relevant professional qualification or body: *Institute of Business Consultants*

Address: 2a Cox's Lane, Broughton, Kettering, Northants NN14 1NA

Date: 10th June 2014

Broughton Playing Fields and Village Hall Association

Trustees Annual Report – Year Ending 30th April 2014

A. Reference and Administration Details

Broughton Playing Fields and Village Hall Association
Gate Lane
Broughton
Northamptonshire NN14 1ND

Registered Charity: **276511**

Trustees who manage the charity:

| | |
|---------------|--------------------------|
| Clive Gresham | Chairman |
| Tim Durdin | Treasurer |
| Kevin Gates | Regular Bookings manager |

The trustees were elected to the Broughton PF & VHA committee at the Annual General Meeting in 11th June 2013.

B. Structure, Governance and Management

Description of the charity's trusts:

| | |
|--------------------------------|--|
| Type of Governing Document | Trust Deed 1 st August 1978 |
| How the Charity is constituted | Trust |
| Trustee Selection Methods | Elected annually at the Annual General Meeting |
| Management | B PF & VHA Committee which meets monthly |

C. Objectives and Activities

Objective

The maintenance and development of facilities at the Broughton Playing Fields and Village Hall for the use of the inhabitants of the Parish of Broughton without distinction of political, religious other opinions including use for meetings, lectures and classes and for other forms of recreation and leisure time occupation.

Main Activities

These include use by:

Broughton Under 5's Association

Scouts and Beavers

Football teams

Bowls club

Broughton Players and All Stars theatre groups

Badminton club

Table-tennis club

Dance and fitness groups

Women's Institute

Parish Council

Broughton inhabitants as one-off rentals for events and parties

Broughton Playing Fields and Village Hall Association

Trustees Annual Report – Year Ending 30th April 2014

D. Summary of Main Achievements – Chair Report to AGM 10th June 2014

I am pleased to present my report on the Association's activities for the last 12 months. The Committee has continued to focus on refurbishing and improving the facilities provided by the village hall and grounds for the benefit of the local community and the sites long term viability. It has been a successful year in large part with the only disappointment being our inability to attract new members to fill the spaces on the management committee to help run and look after things. We will need to address this over the coming months if we are progress our ambitious plans for the future.

Back to the successes; 17 different user groups regularly used the facilities during the year and hire for one off events has continued to grow. The refurbishment of the toilets was completed in the summer of 2013 as planned and the Meachem Room has had a full makeover, which with the benefit of Wi-Fi access and new chairs, now makes for a very nice (and comfortable) meeting room. With the help of Kettering Borough Council, vehicle access was created to the basketball court for it to double up as overflow parking. Despite the indifferent weather, the 5th Annual Village Show & Fun Day was held in September which produced a record number of show entries and was well supported by the village. The money raised from the event helped us complete the projects mentioned above. The Committee has also started to look at options to extend the hall, install a Multi-Use Games Area (MUGA) on the field and overhaul the skateboard area, but more of this later.

I am most grateful for all time and effort so willingly and enthusiastically given by all the members of the Village Hall and Village Show Committees throughout the year as, without their support, none of this would happen.

Now for some of this year's highlights and acknowledgments in a little more detail:

- The Village Show Committee put on an excellent Show again this year attracting over 250 entries, a 20% increase on the previous year. 11 trophies are now awarded at the show, last year's winners can be found on the village hall website. The event, which was supported by Barclays Bank £ for £ Community Scheme, raised £3700 which is being used to fund the various improvement projects. My grateful thanks to all on the Village Show Committee and the many volunteers who make the show such a successful community event.
- Rob Burton's team at Kettering Borough Council have continued to look after the playing fields and surrounding area, mowing the grass and maintaining the grounds for which we are most grateful.
- Managing our regular and occasional bookings is a critical part of looking after the village hall and maintaining its income. I would like to thank Kevin and Stella Gates for undertaking this responsibility and making sure our hirers are looked after so well. Stella will be handing over the responsibilities for Occasional bookings for the coming year – we are particularly grateful for the efficient and successful way she has undertaken the role.
- Keeping on top of the maintenance of a building like this is a real challenge as well as a considerable expense. Phil as Maintenance Manager and Shelagh West as Estate Manager have done a fantastic job in looking after the Village Hall and have carried out a lot of running repairs and maintenance themselves. Thank you for making a real difference to the upkeep of the building.
- With rising energy costs the Committee reluctantly felt it necessary to increase hire costs by an average of 5% when the 2014/2015 budget was set earlier in the year, the first increase that has been made for 4 years.

Broughton Playing Fields and Village Hall Association

Trustees Annual Report – Year Ending 30th April 2014

- We are grateful to the Parish Council for their continued support and financial help again this year in agreeing a precept which will help finance the refurbishment of the Old Committee Room which is the last room in the village hall to get attention.
- Various projects have been successfully completed:
 - Refurbishment of the Meacham Room with the support of Kettering Borough Council
 - Booster heaters were fitted in the main hall.
 - The toilets have been refurbished and redecorated with the support of a precept from the Parish Council and the revised grant from the Big Lottery Fund.
 - The corridor has been re-plastered and decorated and the lighting updated.
 - With support from Kettering Borough Council and Councillor Chris Groome, overflow parking facilities are now available.
- The committee in conjunction with Broughton Under 5's instructed architects to provide options for extending the village hall to improve and meet the future needs of the Under 5's group, improve provision for arts events and enhance the hall as a venue for parties/receptions etc. The preferred option is now being refined prior to applying for planning permission.
- The Village Hall website has been updated and is now operational. We are keen to see our users take advantage of the site and post their information/events/links to promote their activities.

During the year we were delighted to welcome Bryony Gates to the Committee. We were grateful to Carole Frost, who resigned during the year, for all efforts as secretary and for continuing to look after the village hall Facebook page.

On behalf of the Association, I would like to once again thank all the Committee members who give so freely of their time in helping look after and manage this great community facility. Finding willing people able to commit some time to help manage the hall continues to be a real challenge – with little progress having been made to fill the 5 committee vacancies during the year. We will need to do better in the coming months if we are to have sufficient people to carry through our ambitious plans. This will be receiving our attention during the summer.

Finally, I would like to provide you with a little more detail on the plans for the coming year:

- Undertake the refurbishment of the Old Committee Room during the summer
- Replace the damaged part of the floor in the main hall
- Hold a community consultation regarding the development of the site to explain the plans and seek support for the Hall extension, MUGA and Skateboard area
- Instruct Architects and obtain planning for the extension to the main hall, to include toilets, storage and changing facilities.
- The overall project costs for the extension and external sports facilities is likely to be in the region of £250,000 so the Committee will seek to establish and execute a funding plan in association with Broughton Under 5's, Energy Conservation and Community Grant providers to help cover the costs of these various projects.

An ambitious and challenging agenda as we look to carry out some major projects over the coming 2 to 3 years but we hope one that will have the full support of the Village community and will help sustain the Village Hall amenities in the years to come.

Clive Gresham,
Chair, Broughton Playing Fields and Village Hall Association

Broughton Playing Fields and Village Hall Association
Trustees Annual Report – Year Ending 30th April 2014

E. Financial Review

The charity's policy is to maintain sufficient contingency reserves to run the Charity for 12 months.

At the meeting on 8th April 2014, the Committee agreed that an amount of £10,639 should be retained as contingency reserves.

The charity's policy is to build up an additional project fund to develop the Village Hall ambitiously. The Committee reserves the contents of its Building Society account as "Designated Funds" to be allocated to Development projects, which are to enhance the facilities offered by the Broughton Playing Fields and Village Hall Association.

There are no funds in deficit.

The charity main sources of income are rental income from regular local user groups as outlined above and from one-off rentals; from fund-raising events; from Parish Council and Borough Council grants; and from other charitable donations and funds.

F. Other optional Information

None.

G. Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

T. Durdin
Treasurer
10th February 2014.

THE BROUGHTON CHARITIES OF BENTHAM AND OTHERS

Receipts and Payments Account for the year ended 31 December 2014

RECEIPTS

| | | |
|--|------------|----------|
| Commencing Bank Balances at 1.1.14 | £ | |
| Barclays Premium Account | 4,323.52 | |
| Barclays Community Account | 74.00 | |
| Market Harborough BS Account | 15,475.57 | |
| Transfer from CIH to MH BS | 690.00 | |
| Bank Interest received | | |
| Barclays Premium Account | 2.48 | |
| Barclays Community Account | - | |
| Market Harborough Building Soc | 145.25 | |
| Investment Income | | |
| Broughton Charities | 1,420.80 | |
| Town Land | 2.86 | |
| Kinsman | 0.52 | |
| Poors Land | 17.52 | |
| James Douglas | | |
| E. Hunt | 71.19 | 1,615.09 |
| Rent from Charity Land (approx. 10 acres) | 995.00 | |
| | <hr/> | |
| | £23,320.91 | |

PAYMENTS

| | |
|-----------------------------------|------------|
| Christmas Distribution | 1,520.00 |
| Berrys Management fee | 99.50 |
| Environmental Agency | 15.38 |
| VAT | 19.90 |
| Closing Bank Balances at 31.12.14 | |
| Barclays Premium Account | 3,741.09 |
| Barclays Community Account | 934.22 |
| Market Harborough BS | 16,310.82 |
| Cash in Hand | 680.00 |
| | <hr/> |
| | £23,320.91 |

SHAREHOLDINGS in the Charities Official Investment Fund (COIF) as at 31 December 2014 were

| | | Total Value |
|---|---------------|-------------------|
| The Broughton Charities of Bentham and Others | 3053.53 units | £37,203.60 |
| Broughton Town Land, Poors Land and Kinsman Charities | | |
| Town Land | 6.15 units | 74.93 |
| Poors Land | 37.64 units | 458.60 |
| Kinsman Charity | 1.12 units | 13.65 |
| E Hunt and James Douglas Charities | | |
| Right Hon James Douglas | 219.65 units | 2,676.17 |
| E Hunt Charity | 153.00 units | 1,864.12 |
| On 31 December 2014 the mid market value of one unit in the Fund was 1218.38p | | |
| TOTAL VALUE | | £42,291.07 |

Checked and found accurate to the best of my knowledge

Clerk:

Auditor: