



# THE BOTTESFORD INSTITUTE

Trustees: Bottesford Parish Council

Date: Friday 14<sup>th</sup> April 2023

Trustees,

You are summoned to attend the **Annual Meeting of The Bottesford Institute** which will take place on Monday 17<sup>th</sup> April 2023 following the monthly meeting of Bottesford Parish Council.

Copies of The Bottesford Institute's Board of Trustee's papers are available at

[www.bottesford-pc.gov.uk](http://www.bottesford-pc.gov.uk)

**Members of the public will not be able to attend this meeting as per Charity's governing document.**

*Lucy Flavin*

Lucy Flavin (Clerk to The Bottesford Institute)

## AGENDA

- TBI/23-020** Welcome by Parish Council Chairman.
- TBI/23-021** Apologies for absence.
- TBI/23-022** To confirm the accuracy and to approve for signature the Minutes of The Bottesford Institute's Board of Trustee's annual meeting held on 13th February 2023 (Available at <https://www.bottesford-pc.gov.uk/bottesford-institute-meetings.html> )
- TBI/23-023** Matters arising from the Minutes (*not on Agenda as a separate item*).
- TBI/23-024** To note the expression of thanks by Bottesford Community Heritage Project for the grant award of £1500 in support of the Bottesford Living History Website's maintenance and hosting fees over the next 5 years.
- TBI/23-025** To consider for approval the quote provided by Russell Gas of £2,520 to drain and remove current boiler and replace with Vaillant Ecofit pure 825 in the Fuller Room kitchen.
- TBI/23-026** To consider for approval the quote provided by Russell Gas of £660 to drain and remove the under-water sink heater and replace with Ariston Andris Lux 2kw 10 ltr in the Parish Room kitchen.
- TBI/23-026** To consider for approval the quote provided by Powershift Cleaning Service of £1947.50 for the rear of the building and £1802.50 for the front to wash the roof (low pressure) to remove moss, scrub with a biocide wash to prevent regrowth.
- TBI/23-027** To note recent work undertaken by Powershift Cleaning Service, on behalf of the Parish Council, to clear all the gutters at The Old School.

**TBI/23-028** To note the recommendations made by trustees Jane Bennett and Brian McInerney made by email on 20<sup>th</sup> February 2023 regarding;

- Guttering
- Windows
- Damp
- Boiler

**TBI/23-029** Any other business.

**TBI/23-030** Agree dates of next meeting and close.