



# THE BOTTESFORD INSTITUTE

Trustees: Bottesford Parish Council

Date: Friday 19<sup>th</sup> January 2024

Trustees,

You are summoned to attend a **General Meeting of The Bottesford Institute** which will take place on Monday 22<sup>nd</sup> January 2024 at **The Old School, Bottesford**. 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/24-001** Welcome by Parish Council Chairman.
- TBI/24-002** Apologies for absence.
- TBI/24-003** To confirm the accuracy and to approve for signature the Minutes of The Bottesford Institute's Board of Trustee's meeting held on 25<sup>th</sup> September 2023 (Available at <https://www.bottesford-pc.gov.uk/uploads/draft-minutes-the-bottesford-institute-2023-09-25.pdf?v=1705933060> )
- TBI/24-004** To consider for approval entering into a new Licence Agreement with the Bottesford Parish Council to allow the council to occupy premises at The Old School, Bottesford for a period to the 31<sup>st</sup> March 2027. (Appendix A available at <https://www.bottesford-pc.gov.uk/uploads/appendix-c-january-2024-the-old-school-licence.pdf?v=1704458418> )
- TBI/24-005** To consider for approval the quote for the cleaning of the rear of the roof of The Old School building in accordance with the quote previously considered in agenda item TBI/23-026
- TBI/24-006** To note expenditure since last meeting of £198 to make minor repairs to the roof and over the porch.
- TBI/24-007** To consider for approval a quote of £2,367.00 to action recommended work to remove the leaking skylight in The Parish Room.
- TBI/24-008** Any other business.
- TBI/24-009** Agree dates of next meeting and close.