



THE BOTTESFORD INSTITUTE

Trustees: Bottesford Parish Council

Date: Friday 10th February 2023

Trustees,

You are summoned to attend the **Annual Meeting of The Bottesford Institute** which will take place on Monday 13th February 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

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/23-001** Welcome by Parish Council Chairman.
- TBI/23-002** Apologies for absence.
- TBI/23-003** Election of a Chairperson for The Bottesford Institute.
(*Following election The Bottesford Institute's Chairperson takes the Chair.*)
- TBI/23-004** Election of other Officers to serve as members of the Management Committee.
- Secretary.
 - Treasurer.
- TBI/23-005** To confirm the accuracy and to approve for signature the Minutes of The Bottesford Institute's Board of Trustee's general meeting held on 29th November 2021 (Available at <https://www.bottesford-pc.gov.uk/bottesford-institute-meetings.html>)
- TBI/23-006** Matters arising from the Minutes (*not on Agenda as a separate item*).
- TBI/23-007** To review for approval The Bottesford Institute's Constitution (Available at <https://www.bottesford-pc.gov.uk/the-bottesford-institute.html>)
- TBI/23-008** To review for approval The Bottesford Institute's Standing Orders (Available at <https://www.bottesford-pc.gov.uk/the-bottesford-institute.html>)
- TBI/23-009** To review for approval The Bottesford Institute's Financial Regulations (Available at <https://www.bottesford-pc.gov.uk/the-bottesford-institute.html>)
- TBI/23-010** To review for approval The Bottesford Institute's Financial Reserves Policy (Available at <https://www.bottesford-pc.gov.uk/the-bottesford-institute.html>)
- TBI/23-011** To review for approval The Bottesford Institute's Grant Aid Application Policy & Procedures document, incorporating Grant Application Guidelines and Grant Aid Application Form (Available at <https://www.bottesford-pc.gov.uk/the-bottesford-institute.html>)

- TBI/23-012** To review, confirm and approve The Bottesford Institute accounts and report for year ended March 2022 (Available at <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/702277/accounts-and-annual-returns>)
- TBI/23-013** To receive an update on the financial and banking situation of the Institute.
- TBI/23-014** To formally approve the commitment by the Bottesford Institute to contribute a grant payment of £2000 per annum to the Bottesford Community Library.
- TBI/23-015** To formally approve payment by The Bottesford Institute of the annual insurance premium for The Old School building and related public liability cover.
- TBI/23-016** To review and update The Bottesford Institute's Action Plan & Next Steps document approved June 2021. **(Appendix A)**
- TBI/23-017** To consider and agree a response to a grant request submitted by the Bottesford Heritage Project for £1500.00 to secure the project website for the next 5 years. **(Appendix B & C)**
- TBI/23-018** Any other business.
- TBI/23-019** Agree dates of next meeting and close.