



THE BOTTESFORD INSTITUTE

Trustees: Bottesford Parish Council

Date: Friday 7th February 2025

Trustees,

You are summoned to attend the **Annual Meeting of The Bottesford Institute** which will take place on Monday 10th February 2025 at **The Old School, Bottesford**. The meeting will follow the monthly meeting Bottesford Parish Council. Copies of The Bottesford Institute's Board of Trustee's papers are available at <https://www.bottesford-pc.gov.uk/bottesford-institute-meetings>

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/25-001** Election of a Chairperson
- TBI/25-002** Election of other officers to serve as members of the management committee
- Secretary
 - Treasurer
- TBI/25-003** Apologies for absence.
- TBI/25-004** To confirm the accuracy and to approve for signature the Minutes of The Bottesford Institute's Board of Trustee's meeting held on 10th June 2024
- TBI/25-005** To consider for approval a grant request from Bottesford Community Hub and Charity Shop for £2500 towards the cost of purchasing and installing a new storage shed in the yard of The Old School. (**Appendix A**)
- TBI/25-006** To note and approve the Year Ended 31st March 2024 Charity Annual Report as submitted to the Charity Commission (**Appendix B**)
- TBI/25-007** To consider for approval the recommendation that the Bottesford Institute consults Melton Borough Council and obtains 3 quotes regarding the replacement of the windows in The Old School building.
- TBI/25-008** To consider for approval the recommendation that the Bottesford Institute use local media to publicise its existence and role showing how organisations of the parish can be supported and welcoming grant applications.
- TBI/25-009** Any other business.
- TBI/25-010** Agree dates of next mee;lksd\gji;lkf\lkjfting and close.