



THE BOTTESFORD INSTITUTE

Trustees: Bottesford Parish Council

Minutes of the Meeting of the Bottesford Institute held on Wednesday 9th June 2021 at 7.15 pm via Zoom.

Present: Cllr. Bob Bayman (BB)
Cllr. Leigh Donger (LD)
Cllr. Tony Bennett (TB)
Cllr. Lorraine Ainscough (LA)
Cllr. Brian McInerney (BM)
Lucy Flavin (Clerk)

TBI/21-001 Welcome by Parish Council Chairman.

BB welcomed all to the meeting and provided a brief outline of the institutes more recent history.

TBI/21-002 Apologies for absence.

Apologies had been received from Cllrs Jane Bennett, Anne Ablewhite, Charles Daybell and Bob Sparham. Proposed by LD, seconded by LA. Trustees **RESOLVED** to accept the apologies.

TBI/21-003 Election of a Chairperson for The Bottesford Institute.

Proposed by LD, seconded by LA. Trustees **RESOLVED** that BB Chair this meeting and that the question of election of a Chair be revisited and the next meeting.

TBI/21-004 Election of other Officers to serve as members of the Management Committee.

- Proposed by BB, seconded by LD. Trustees **ELECTED** JB as Secretary to the Bottesford Institute.
- Proposed by BB, seconded by LD. Trustees **ELECTED** TB as Treasurer to the Bottesford Institute.

TBI/21-005 To confirm the accuracy and to approve for signature the Minutes of The Bottesford Institute's Board of Trustee's general meeting held on Monday 28th September 2020.

Proposed by TB, seconded by LD. Trustees **RESOLVED** to accept as a true and accurate record the minutes of the meeting held on Monday 28th September 2020.

TBI/21-006 To confirm and to approve the The Bottesford Institute's Board of Trustee's 'round-robin' e'mail decision taken on Monday 30th November 2020 with regards to the gas boiler replacement at The Old School building (via e'mail).

TBI/21-007 Matters arising from the Minutes (*not on Agenda as a separate item*).
None

TBI/21-008 To review, adopt and approve The Bottesford Institute's new Constitution document (*dated June 2021*) and to forward a copy for registering with the Charity

Commission.

Proposed by LD, seconded by LA . Trustees **RESOLVED** to approve the Constitution Document subject to an amendment in section 9.4 clarifying the fact link between serving Parish Councillors and their role as trustees.

TBI/21-009 To review, adopt and approve The Bottesford Institute's new Terms of Reference document (dated June 2021).

Proposed by LD, seconded by BM. Trustees **RESOLVED** to approve the Terms of Reference.

TBI/21-010 To review, adopt and approve The Bottesford Institute's revised Standing Orders document (dated June 2021).

Proposed by BB, seconded by LD. Trustees **RESOLVED** to approve the Standing Orders subject to an amendment making it clear that in the event of lack of clarity between this document and the Constitution the Constitution takes precedence.

TBI/21-011 To review, adopt and approve The Bottesford Institute's revised Financial Regulations document (dated June 2021).

Proposed by BM, seconded by LA. Trustees **RESOLVED** to approve the Financial Regulations.

TBI/21-012 To review, adopt and approve The Bottesford Institute's Financial Reserves Policy document (dated June 2021).

Proposed by BM, seconded by LA. Trustees **RESOLVED** to approve the Financial Reserves Policy but agreed that further discussion is necessary with regards to the level of reserves required.

TBI/21-013 To review, adopt and approve The Bottesford Institute's new Grant Aid Application Policy & Procedures document, incorporating Grant Application Guidelines and Grant Aid Application Form (dated June 2021).

Proposed by BM, seconded by LA. Trustees **RESOLVED** to approve the new Grant Aid Application Policy & Procedures.

TBI/21-014 To review, confirm and approve the reconstructed historical accounts for The Bottesford Institute for submission to the Charities Commission for the financial years ending 31st March 2016 to 2021.

Proposed by BM, seconded by LD. Trustees **RESOLVED** to approve the accounts.

TBI/21-015 To review, confirm and approve the retrospectively produced Charity Annual Report for The Bottesford Institute for submission to the Charities Commission for the financial years ending 31st March 2016 to 2021.

Proposed by BM, seconded by LD. Trustees **RESOLVED** to approve the annual reports.

TBI/21-016 To review, adopt and approve The Bottesford Institute's 3 Year Budget Plan.

Proposed by BM, seconded by LD. Trustees **RESOLVED** to approve the 3 year budget plan.

TBI/21-017 To agree and approve the bank signatories for The Bottesford Institute's bank accounts at HSBC.

Proposed by BM, seconded by BB. Trustees **RESOLVED** to approve the inclusion of the secretary, Treasurer and LD on the list of signatories. It was also agreed that the Institute use online banking, in accordance with its constitution.

TBI/21-018 To agree and approve the payment by The Bottesford Institute of the annual insurance premium for The Old School building and related public liability cover.

Proposed by TB, seconded by LA. Trustees **RESOLVED** to approve this payment.

TBI/21-019 To receive a report on the current state of repair of The Old School building and agree action to be taken.

The Clerk presented a list of issues/priorities with regards to the building as outlined by the Caretaker. Proposed by BM, seconded by LA. Trustees **RESOLVED** to commission a report into the state and value of the building. The Clerk to obtain quotes for this piece of work.

TBI/21-020 To review, formulate, agree and approve The Bottesford Institute's Action Plan & Next Steps document.

Proposed by LA, seconded by LD. Trustees **RESOLVED** to approve the Action Plan & Next Steps document.

TBI/21-021 Any other business.

None

TBI/21-022 Agree dates of next meeting and close.

Proposed by LD, seconded by LA. Trustees **RESOLVED** to approve the dates of future meetings as;

- Board of Trustee's next General meeting – Monday 18th October 2021.
- Management Committee next meeting – Monday 16th August 2021.

The meeting closed at 8.30pm

DRAFT