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Bottesford Institute Meeting Minutes

Minutes of the virtual meeting of The Bottesford Institute held via the web conferencing platform Zoom on Monday 28th September 2020 at 7pm.

1.Welcome

Cllr BB welcomed those in attendance and provided an outline of the goals of the meeting. Present were;

Councillors present: Cllr. Bob Bayman (BB)
Cllr. Leigh Donger (LD)
Cllr. Anne Ablewhite (AA)
Cllr. Jane Bennett (JB)
Cllr. Tony Bennett (TB)
Cllr. Lorraine Ainscough (LA)
Cllr. Brian McInerney (BM)

Also present: Mrs. Lucy Flavin (Clerk)
David Wright

2.Apologies for absence

None

3.Election of the Committee – Chair, Treasurer, Secretary

- Proposed by Cllr AA, seconded by Cllr TB. Cllr LD was duly elected as Chair of The Bottesford Institute.
- Proposed by Cllr BB, seconded by Cllr LD. Cllr TB was duly elected as Treasurer of The Bottesford Institute.
- Proposed by Cllr LD, seconded by Cllr AA. Cllr JB was duly elected as Secretary of The Bottesford Institute.

4.To discuss the contents of the recently distributed report on the Bottesford Institute

Cllrs had questions for David Wright relating to;

1. Why the agreement between the PC and the Institute is a Licence and not a Lease.

2. The records/accounts of the Institute for the years between 1995 and 2017. It was agreed Cllrs BB, TB and AA would look in the metal shed for relevant documents.
3. How much the Coffee House was sold for.
4. Who are the signatories on the Institute bank account. It was agreed the signatories should be changed to Cllrs. LD, TB and JB.

5.Matters arising from the report circulated prior to the meeting

Covered in agenda item 4.

6.Finance – To receive a report on the financial situation of the Institute and agree to reimburse the annual insurance premium for the Old School building paid by the Parish Council

Cllrs agreed to reimburse the PC for the annual insurance premium for the Old School. It was also agreed that the Institute move to online banking with the Clerk as primary user to facilitate prompt payment of bills agreed in accordance with governing documents.

Cllr TB and the Clerk will look into the matter of submission of accounts to the Charity Commission.

7.Review Action items

It was agreed that whilst it made sense for the PC Clerk to also Clerk for the Institute the Institute should pay for this work.

8.Any other business

The question of the Hands Charity was raised and it was agreed that the Institute should be sorted first.

9.Agree date of next meeting and close

Another meeting will be arranged by email when some of the issues discussed in the meeting have been resolved.

The meeting closed at 8.17pm