



# THE BOTTESFORD INSTITUTE

Trustees: Bottesford Parish Council

## Minutes of the Annual Meeting of the Bottesford Institute held on Monday 13<sup>th</sup> February 2023 at 9.30pm.

Present: Cllr. Bob Bayman (BB)  
Cllr. Leigh Donger (LD)  
Cllr. Tony Bennett (TB)  
Cllr. Lorraine Ainscough (LA)  
Cllr. Brian McInerney (BM)  
Cllr. Jane Bennett (JB)  
Cllr. Bob Sparham (BS)  
Cllr. Anne Ablewhite (AA)  
Lucy Flavin (Clerk)

### **TBI/23-001 Welcome by Parish Council Chairman.**

BB welcomed all in attendance to the meeting.

### **TBI/23-002 Apologies for absence.**

None

### **TBI/23-003 Election of a Chairperson for The Bottesford Institute.**

Proposed by LD, seconded by LM, trustees **RESOLVED** that LA Chair the meeting.

### **TBI/23-004 Election of other Officers to serve as members of the Management Committee.**

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

### **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 29<sup>th</sup> November 2021**

Proposed by JB, seconded by BM. Trustees **RESOLVED** to accept as a true and accurate Record, the minutes of the meeting held on 29<sup>th</sup> November 2021.

### **TBI/23-006 Matters arising from the Minutes (*not on Agenda as a separate item*).**

None

### **TBI/23-007 To review, adopt and approve The Bottesford Institute's Constitution**

(Available at <https://www.bottesford-pc.gov.uk/the-bottesford-institute.html> )

Proposed by JB, seconded by BS. Trustees **RESOLVED** to approve the Constitution.

### **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> )

Proposed by BM, seconded by LD. Trustees **RESOLVED** to approve the Standing Orders document.

### **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> )

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

Regulations.

**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> )  
Proposed by BM, seconded by LD. Trustees **RESOLVED** to approve the Financial Reserves Policy.

**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.bottesfordpc.gov.uk/thebottesford-institute.html>)  
Proposed by LD, seconded by BM. Trustees **RESOLVED** to approve the Grant Aid Application Policy & Procedures.

**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/charity-overview>)  
Proposed by BM, seconded by LD. Trustees **RESOLVED** to approve the accounts.

**TBI/23-013 To receive an update on the financial and banking situation of the Institute**  
The Clerk provided an update on the Bottesford Institute finances and banking including the new bank account, and bank balance, with the Co-operative bank.

**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.**  
Proposed by BM, seconded by LD. Trustees **RESOLVED** to approve the annual payment of £2000 until the culmination of the underlease.

**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.**  
Proposed by JB, seconded by BS. Trustees **RESOLVED** to approve payment of the insurance premium.

**TBI/23-016 To review and update The Bottesford Institute's Action Plan & Next Steps document approved June 2021**  
The Clerk went through the document and was able to confirm that most actions were now complete. Trustees confirmed the process of the Parish Council invoicing the Institute for time spent by the Clerk on Institute business. JB and BM will take forward the creation of a costed priorities list with regards to work required on The Old School building for review at the next meeting

**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.**  
Trustees discussed the grant application and, proposed by BM, seconded by BB. Trustees **RESOLVED** to approve a grant payment of £1500.00 to the Bottesford Heritage Project.

**TBI/23-018 Any other business.**  
None

**TBI/23-019 Agree dates of next meeting and close.**  
Trustees agreed that meetings of the Bottesford Institute would take place quarterly immediately after Parish Council meetings, this will commence on 17<sup>th</sup> April 2023.  
The meeting closed at 10.04pm