

BURBAGE INSTITUTE (BUXTON)

England & Wales · Charity number 1101471

Details

Status Registered

Legal form Other

Registered 2004-01-12

Register [View on the Charity Commission register](#)

Contact

Address Burbage Institute (Buxton)
Nursery Lane
Burbage
Buxton
SK17 6UL

Phone 07980827712

Email treasurer@burbageinstitute.org.uk

Website burbageinstitute.org.uk

Activities

Objects: FOR THE USE OF THE INHABITANTS OF THE PARISH OF BURBAGE, BUXTON AND KING STERNDALE WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE OF THE PROPERTY FOR MEETINGS, LECTURES AND CLASSES OR OTHER FORMS OF RECREATION AND LEISURE TIME OCCUPATION IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

Activities: The charity operates the village hall known as Burbage Institute (Buxton)

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- **Area of benefit:** THE PARISH OF BURBAGE, BUXTON AND KING STERNDALE.
- Derbyshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£36,929	£45,209	-	-
2023-12-31	£35,799	£26,853	-	-
2022-12-31	£33,891	£30,686	-	-
2021-12-31	£23,501	£23,854	-	-
2020-12-31	£18,057	£19,259	-	-

Trustees

Name	Role	Appointed
Anne Wood	Chair	2021-02-22
Allan Frederick Hackett		2023-03-27
Carol Ann Collis		2022-03-14
Christopher Edward Braddock		2026-03-26
Jane Elizabeth Brzozowski		2022-03-14
Joanne Sandell		2023-06-26
Lisa Michelle Edwards		2021-02-22
Margaret Eleanor Shaw Davies		2021-02-22
Melvin Sandell		2023-06-26
Philippa Bradbury		2021-02-22
Rev Sandra Patricia Doore		2023-06-26

BURBAGE INSTITUTE (BUXTON)

England & Wales - Charity number 1101471

Accounts

Accounts for the year ended 31 December 2024

Receipts and payments account

	2024	2023	% change on 2023
Income from Charitable Activities			
Pre-school Rental	27400	27432.5	-0.1%
Clubs and Societies	7200	6012.5	19.8%
Regular Lettings	<u>34600</u>	<u>33445</u>	3.5%
Adhoc rentals	643.75	987.75	-34.8%
Investment income			
Bank Interest	1685.29	1366.55	23.3%
Total receipts	36929.04	35799.3	3.2%
Direct Charitable Expenditure			
Light & Heat	14471.15	6758.24	1588.7%
Fire Safety	120.9	700.08	-82.7%
Safety Certificates & Services	864.3	856.92	23.5%
Services - Water / Waste disposal/ rates	819.11	772.47	6.0%
Cleaning	6160.02	5845	5.4%
Property maintenance & Improvements			
New equipment & Fittings	13077.78	4340.31	201.3%
	<u>8123.82</u>	<u>5972</u>	36.0%
	43637.08	25245.02	72.9%
Other Expenditure			
Bank Charges and fees	0	0	#DIV/0!
Retainers	0	0	#DIV/0!
Other	288.04	366	-21.3%
Lease & Rates	5	5	
Professional charges/ Insurance	1278.77	1236.92	3.4%
	<u>1571.81</u>	<u>1607.92</u>	-2.2%
Total Expenditure	45208.89	26852.94	68.4%
Net Receipts / (Expenditure)	-8279.85	8946.36	-192.5%
Balance Sheet			
Bank Balance @ 1.1.24	118350.94		
Net receipts/payments for year	-8279.85		
Bank Balance @ 2.1.25	<u>110071.09</u>		
Breakdown			
Bonus saver	77243.91		
Current account	32850.18		
Cash in hand	2		
Uncleared amounts for Peppercorn rent (5 years)	-25		
	<u>110071.09</u>		

Except for cash, Burbage Institute had no material assets or liabilities at the year end.

Audited, and Accounts found correct

P. Peach.

PHILIPPA PEACH
(BA HONS BUSINESS STUDIES)

21/06/2025

MINUTES OF MEETING

Annual General Meeting (AGM)	Thursday March 27th, 2025, at 7.30pm at Burbage Institute
AGM 1/03/25 Welcome and Apologies	
Apologies: Sandra Doore (SD) Pippa Bradbury (PB)	Lisa Edwards (LE)
Participating	
Anne Wood (AW) Chair	Carol Collis (CC) (Secretary)
Maggie Davies (MD) (Managing Trustee)	Jo Sandell (Community Lead) Melvin Sandell (MS) (Community Lead)
Jane Brzozowski (JB)	Allan Hackett (AH)
General Public	
Keith Wood (KW)	

AGM 2/03/25	Declaration of Interest / Confidentiality
AW asked if there were any declarations of interest in any of the agenda items. There were no declarations of interest made in any agenda item.	

AGM 4/03/25	Matters Arising
We still have been unable to recruit any new Trustees, but we must continue to try and do so.	

AGM 5/03/25	Chairs Report
AW distributed the Chairs report before the meeting, highlighting a successful year with significant progress in various areas. See the report for full details. A big building project commenced on March 10 th . It is well underway, with a target to finish in 10 weeks. Much work has been done to eliminate damp throughout the building including the cellar. AW thanked everyone for their hard work	

Signed..... *AW Wood*

Date..... *25/3/25*

Chair of Trustees

AGM Meeting 27.3.25

Version No. Draft 1

MINUTES OF MEETING

AGM 6/03/25 Treasurer's Report

Summary of Discussion:

PB has provided a comprehensive account of all activity. Pertinent points were:-
PB, after raising a complaint with the Energy Ombudsman, has finally managed to be successful in reclaiming a large amount of money. The refund made unfortunately came after this year's accounts had closed. The refund received was £7966.38 with a goodwill payment of £200.00 to follow.

We have had a lot of big expenses this year, including maintenance of the floor, the deposit for our big building project, new footpath and the purchase of a dehumidifier.

There were no questions

Cash in: - £17,057.63

Cash out: - £18,632.29

Net outflow: - £1,574.66

AGM 7/03/25 Elections for 24/25

Summary of Discussion:

Resignation and Election of officers for 2025 was chaired by MD the managing trustee. MD led these proceedings.

- **Chair:** - Anne Wood, proposed by CC and seconded by JS
- **Treasurer:** - Pippa Bradbury, proposed by AW seconded by CC
- **Secretary:** - Carol Collis proposed by AW and seconded by JB.
- **Vice-Chair:** CC agreed to support AW in this role for the time being. AW proposed and seconded by JB. This was agreed by all present.
- **Community Lead:** Jo Sandell proposed by AW seconded by JB, also M. Sandell in absentia, with responsibility for health and safety.
- **Project committee:** - Allan Hackett, Jane Brzozowski and Carol Collis to continue
- AW thanked MD.

AGM 8/03/25 Constitutional Changes

Summary of Discussion:

Official Custodian and Land Registry.

The charity has finally been registered with the office for the Official Custodian and Land Registry.

This removes the requirement for holding trustees, who change regularly, to adjust or amend the trust deed each time. We now have an asset i.e. the playground, which will continue to be maintained by the council.

Signed..... *AWood*
Date..... *25-9-25*
Chair of Trustees
AGM Meeting 27.3.25
Version No. Draft 1

MINUTES OF MEETING

AGM 9/03/25	Correspondence
Summary of Discussion: There was no correspondence to consider other than bookings.	

AGM 10/03/25	Dates and Times of next meetings
Summary of Discussion: Upcoming meetings schedule: AGM: 26th March 2026	

AGM 11/03/25	What have we achieved this evening?
Summary of Discussion:	
<ol style="list-style-type: none"> 1. New post holders were elected. We have re-elected the committee. <p>We have 10 Trustees currently.</p> <ol style="list-style-type: none"> 2. L.E. J.B. and A.H. have all been elected as Trustees. 3. CC thanked KW for attending as a member of the public. 	

AW declared the meeting closed at: 8.20pm.

Signed..... *AWood*
 Date..... *25.9.25*
 Chair of Trustees
AGM Meeting 27.3.25
 Version No. Draft 1

Burbage Institute Charity No 1101471

Chair's report 2024 to 2025

It has been a busy and effective year for the Trustees. We are fortunate in having a willing and knowledgeable committee who work hard to do the best for the Institute. Thank you to everyone for your contribution to making this a year of moving forward and making the Institute easier to run.

The charity commission annual return was completed on time

The charity has been registered with the Office for the Official Custodian and the Land Registry has been completed. This removes the need for holding trustees who change regularly and require the trust deed to be amended each time.

On the energy front we have had the gas meter moved from the cellar and smart meters installed for gas and electric. A new contract has been fixed with Octopus for two years. The cellar has been cleared steps made safe, and ventilation installed. When dry it will be used for storage.

The condensation problem has been addressed with extra fan ventilation in the kitchen and toilets and a permanent dehumidifier will be installed in the small hall.

The main hall floor was sanded, levelled and resealed in August and has received many compliments.

The major project is the refurbishment of the Gents toilet to make three unisex cubicles and reinstating the back door which was bricked up by the previous committee This work has started in mid-March. The contractors are NSJ from Harpur Hill and they are making good progress.

AWood
25/9/25

The informal path between the institute and churchyard has been reinstated and surfaced as the churchyard is our assembly point in case of fire.

We have only Friday evening without a hirer and a thorough clean is done then. We raised our fees so regular hirers pay £15 an hour and ad hoc £20 per hour. The treasurers report reveals that our income has increased slightly but we have spent much more than previously on the improvements made this last year.

Once the building work stage 1 is completed we plan to revamp the cloakroom by the front door to make it more accessible. The Institute also needs decorating.

Thank you again for all the hard work done this year

Anne Wood

Chair

AWood
25/9/25

BURBAGE INSTITUTE (BUXTON)

England & Wales - Charity number 1101471

Accounts



Notes to the Accounts for the Period 1st January 2023 – 31st December 2023

The accounts are completed on a cash basis - there will therefore be some receipts relating to the prior year and amounts invoiced/paid in December that will not appear till the following year.

Overall the Institute has continued to show itself to be viable, making a net inflow of £8946 in a year where again there fewer but still some substantial one off expenses involved in ensuring the Institute continues to be in a safe hireable state. The Institute continues to have a good liquid cash position.

Rental Income has increased on last year - primarily due to increased hours by Pre-school. Clubs and society rental has stayed broadly the same and adhoc rentals have halved. This is due to a committee decision made to restrict the number of casual lettings during a weekend - as we no longer have a

Fire Safety costs now represent the Annual Fire Audit

Cleaning charges have dropped in 2023 vs 2022. This is due to there not being a need for the deep clean & last year included some 2021 cleaning costs

Retainers have been removed as all officers moved to a voluntary basis from Q2 2022 onwards

Leases and Rates - we received a full reimbursement for rates for the year and have included £5 peppercorn rent owing to the diocese

Insurance - Insurance in 2023 has increased slightly

Fittings - includes large one-off expenses to improve the Institute as opposed to just maintenance. This year has included the fire proofing of the stained glass windows to adhere to the Fire safety audit. The installation of a defibrillator for use by the Burbage community. Training has been included in other. Finally an asbestos survey which was required in preparation for re-flooring works scheduled for 2024

Accounts for the year ended 31 December 2023

Receipts and payments account	check	
	2023	2022
Income from Charitable Activities		
Pre-school Rental	27432.5	24961.5
Clubs and Societies	6012.5	6730.75
Regular Lettings	<u>33445</u>	<u>31692.25</u>
Adhoc rentals	987.75	1970
Investment income		
Bank Interest	1366.55	228.31
Total receipts	35799.3	33890.56
Direct Charitable Expenditure		
Light & Heat	6758.24	4437.48
Fire Safety	700.08	673.8
Safety Certificates & Services	856.92	115.2
Services - Water / Waste disposal/ rates	772.47	695.74
Cleaning	5845	6960.2
Property maintenance & Improvements	4340.31	5493.87
New equipment & Fittings	<u>5972</u>	<u>9634.33</u>
	25245.02	28010.62
Other Expenditure		
Retainers	0	1375
Other	366	186.66
Lease & Rates	5	-138.75
Professional charges/ Insurance	<u>1236.92</u>	<u>1252.77</u>
	1607.92	2675.68
Total Expenditure	26852.94	30686.3
Net Receipts / (Expenditure)	8946.36	3204.26
Balance Sheet		
Bank Balance @ 1/1/23	109404.58	
Net receipts/payments for year	8946.36	
Bank Balance @ 31/12/23	<u><u>118350.94</u></u>	
Breakdown		
Bonus saver	76139.39	
Current account	42229.55	
Cash in hand	2	
Uncleared amounts for Peppercorn rent (4 years)	<u>-20</u>	
	<u><u>118350.94</u></u>	

Except for cash, Burbage Institute had no material assets or liabilities at the year end.

Audited and Accounts found correct
 JO'Dwyer
 JESSICA O'DWYER 19.09.24
 (BA HONS management)



CHAIRS STATUS REPORT

Burbage Institute Annual General Meeting

March 28th, 2024

For the purposes of providing a comprehensive update at our AGM, I have summarised in a picture view, all of the continuing progress that the trustee board has made during 2023/24.

2023/24 has seen continued positive progress for the Institute in ongoing operational mode. Due to the relative high level of ongoing work behind the scenes keeping the Institute running for Community, Treasury and Building Compliance/ Maintenance roles, I continue to encourage the committee to consider the upcoming year or two as a period of ongoing consolidation – perhaps focusing on just one improvement project per year, before considering any more frequent or substantial work. I am truly grateful for our committee and in particular those individual trustees that shoulder the burden of pressure and expectations to keep the Institute operating safety and compliantly.

I note here that I am unable to be re-elected as Chair at the AGM on March 28th 2024 according to our constitution, as I have completed three years as Chair (+ the mobilisation period required from July 2020 following the collapse of the prior committee). I look forward to helping the Institute continue to flourish in the 2024/25 as a trustee.

I also just wanted to reflect for a minute on everything that we have achieved in the last 3+ years. We have essentially saved the Institute from near collapse, navigated covid, upgraded the entirety of the facilities to now be compliant - and built much better relationships with all of our stakeholders. All in all, we have managed to get the Institute running in a very positive way overall – something I’m extremely proud of.

Thanks everyone for supporting me so well during my time as Chair; just look at what we’ve achieved together!

Burbage Institute Charity No. 1101471								
Trustee Action Progress - 2023/2024								
GOVERNANCE	AGM Mar 2023	AGM Mar 2024	BUILDING & MAINTENANCE	AGM Mar 2023	AGM Mar 2024	COMMUNITY & COMMUNICATION	AGM Mar 2023	AGM Mar 2024
Trust Deed & Lease up to date	Green	Green	Key Control	Green	Green	Hiring Process Works	Green	Green
Committee/Meeting Structure	Green	Green	Covid Risk Assessment	Green	Green	Hirers sign Ts & Cs (now web)	Yellow	Green
Legal Requirements fulfilled	Green	Green	General Risk Assessment	Green	Green	Noticeboards Used	Green	Green
Required Roles filled	Green	Green	Fire - Raise the alarm	Green	Green	Website in place	Green	Green
Governance Documents	Green	Green	Fire - Exit the building	Green	Green	Facebook in place (not used/req'd)	n/a	n/a
Code of Conduct	Green	Green	Fire - Fight the fire	Green	Green	Nursery Relationship	Green	Green
Trustee Induction	Green	Green	Fire - Safety	Green	Green	Regular Users Engaged	Green	Green
Financial Controls	Green	Green	Gas Records & Safety	Green	Green	Regular Users Happy	Green	Green
Payment Process/Bank	Green	Green	Electrical Records & Safety	Green	Green	Local Residents Relationship	Yellow	Green
Terms & Conditions of Hire	Green	Green	Working Bathroom Facilities	Green	Green	Bowling Club Relationship	Green	Green
Covid environment	Green	Green	Working Kitchen Facilities	Green	Green	Band Relationship	Yellow	Green
Satisfactory Insurance	Green	Green	Facilities meet legislation	Green	Green	Opening/Closing Adhoc Hirers	Green	Green
Health & Safety Compliance	Green	Green	Maintenance up to date	Green	Green	Sorting out storage/under stage	Green	Green
Fire Compliance	Green	Green	Parking	Yellow	Green	Updating/cleaning cupboards	Green	Green
Other Policies	Green	Green	Cleaning	Green	Green	Sorting China/Cutlery	Green	Green
Other Processes	Green	Green	Damp and mould treated	Green	Green	Gritting facilities	Green	Green
Trustee Action Plan	Yellow	Green	Asbestos	Yellow	Green	Large Events (Panto, Runs etc)	Yellow	Green

Lisa Edwards

Chair, Trustee Board of Burbage Institute Charity 1101471

28th March 2024.

MINUTES OF MEETING



Annual General Meeting (AGM)	Thursday March 28th 2024 at 7.30pm
AGM 1/03/24 Welcome and Apologies	
Apologies: Sandra Doore (SD)	Joanne Sandell (JS)
Participating	
Pippa Bradbury (PB) (Community Lead)	Pippa Peach (PP) (Treasurer)
Maggie Davies (MD) (Managing Trustee, MT)	Anne Wood (AW) (Managing Trustee, MT) (Vice Chair)
Lisa Edwards (LE) (Chair)	Jane Brzozowski (JB)
Sandra Holbrow (SH)	Carol Collis (CC) (Secretary)
Keith Wood (KW)	Allan Hackett (AH)
Melvin Sandell (MS)	Kate Mitchell (KM) Nursery owner
Summary of Discussion: LE welcomed all to the meeting,	

AGM 2/03/24	Declaration of Interest / Confidentiality
Summary of Discussion: There were no declarations of interest in any agenda item.	

AGM 3/03/24	Minutes of Previous Meeting dated 27th March 2023
Summary of Discussion: LE ran through the previous AGM meeting minutes. The caretaker had gone and now we have a project planning sub-committee There was, however, a continuing need for new trustees. The minutes were accepted as a true record of the meeting.	

AGM 4/03/24	Chair's report
LE addressed 3 main areas: - Governance, - Building maintenance. - Community involvement and public relations. Governance is now solid, being built on the good foundations of the last 3 years. Building maintenance now follows a continuing programme of investment and improvement spearheaded by actions from the planning sub-committee. Community relations are good, but we must be ready to respond to all unexpected situations e.g. the situation with the band.	

Signed..... A Wood Date..... 27/0/24

Chair of Trustees

AGM Meeting 27.3.23

Version No. Draft 1

MINUTES OF MEETING



LE is proud of the way the board has handled the last year. KW said the board was now in a strong position to encourage new members. LE issued a diagram to illustrate the Trustees achievements over the last 3 years.

AGM 5/03/24 | **Secretary's Report**
Summary of Discussion:
CC reported on the excellent attendance of trustees at meetings. The average attendance was 93%.

AGM 6/03/24 | **Treasurer's Report**
Summary of Discussion:
PP reported that we are in a strong position, thanks, predominantly, to our Nursery rental. Bank interest is reasonable. Lighting and heating have gone up, but we have a fixed tariff until 2025. PP detailed expenditure and income and identified a profit of £8,946. Income was £35,739 expenditure was £26,852. Our healthy bank balance stands at £118,351 including legacies.
Now we only have one letting per weekend as well as our regular weekly lettings. PP is stepping down but will audit our future accounts.
Financial integrity dictates that all new trustees who maybe contacts in the future should furnish their details. DOB and email addresses of trustees were collected.
Regarding our financial management, LE said we are continuing to provide quality in our governance of the Institute.

1) Safety relevant to our lettings e.g. asbestos survey.

Signed..... AWood Date..... 27/6/24

Chair of Trustees
AGM Meeting 27.3.23

Version No. Draft 1

MINUTES OF MEETING



- 2) Community – Continuing to improve facilities e.g. the defibrillator.
- 3) Legacy – Keeping the building fit for generations to come.

AGM 7/03/24	Elections for 24/25
Summary of Discussion: Resignation and Election of officers: MD led these proceedings. <ul style="list-style-type: none">• Chair: LE standing down. Vice chair AW was proposed by CC and seconded by JB. This was accepted.• Vice-Chair LE agreed to support AW in this role for the time being. This was agreed by all present.• Treasurer PP is standing down, PB was proposed by AW and seconded by PP this was accepted.• Secretary: CC was proposed by LE and seconded by AW. This was accepted.• Community Lead MS volunteered to take up this position in partnership with JS. This was proposed by LE and seconded by AW.• Other supporting posts were not filled at this time.• JB and AH will continue as trustees working on the planning sub-committee. MD thanked all the officers standing down for all their hard work.	

AGM 8/03/24	Constitutional Changes
Summary of Discussion: There were no changes to be made.	

AGM 9/03/24	Correspondence
Summary of Discussion: <ul style="list-style-type: none">• There was no correspondence to consider.	

AGM 10/03/24	Dates and Times of next meetings
Summary of Discussion:	

Signed..... A Wood Date..... 27/6/24

Chair of Trustees
AGM Meeting 27.3.23

MINUTES OF MEETING



Upcoming meetings schedule:

AGM: 27th March 2025

AGM 11/03/24 | What have we achieved this evening?

Summary of Discussion:

AW thanked retiring officers and presented flowers to LE, PP and PB with thanks for all their hard work in the past 3 years.

AW thanked visitors for attending and thanked PP, who is standing down as a trustee, for all her hard work in the past in her position as treasurer.

New post holders were elected.

AW declared the Meeting closed at 8.20pm

Signed..... *A Wood*

Chair of Trustees

AGM Meeting 27.3.23

Date..... *27/6/24*

Version No. Draft 1

BURBAGE INSTITUTE (BUXTON)

England & Wales - Charity number 1101471

Accounts



Notes to the Accounts for the Period 1st January 2022 – 31st December 2022

The accounts are completed on a cash basis - there will therefore be some receipts relating to the prior year and amounts invoiced/paid in December that will not appear till the following year.

Overall the Institute has shown itself to be viable, making a small net inflow of £3204 in a year where again there have been substantial one off expenses involved in ensuring the Institute continues to be in a safe hireable state. The Institute continues to have a good liquid cash position.

Rental Income has increased on last year - primarily due to the removal of Covid restrictions meaning that we have a full year's rent, and also a small hourly increase in rental charged

Fire safety costs now represent the lower maintenance level for 2022.

As expected cleaning charges have increased in the year. This has been driven by the Institute being available for the full year, a deep clean & the hiring of a third party cleaner for a 4 hr weekly clean

Retainers dropped in the year as following the last AGM all officers moved to a voluntary basis from Q2

Leases and Rates - we received a refund for 2021 rates paid, and a small peppercorn rent for the year

Insurance - Insurance in 2022 has increased slightly

Fittings - a new category has been created to cover some large one off expenses that were incurred in the year, such as a new boiler, ovens and electrical cabinet and storage cabinets

Accounts for the year ended 31 December 2022

Receipts and payments account

	2022	2021
Income from Charitable Activities		
Pre-school Rental	24961.5	19943
Clubs and Societies	6730.75	2031
Regular Lettings	31692.25	21974
Adhoc rentals	1970	1243
Investment income		
Bank Interest	228.31	24.26
Other	0	260
Total receipts	33890.56	23501.26
Direct Charitable Expenditure		
Light & Heat	4437.48	5946.69
Fire Safety	673.8	4441.79
Safety Certificates & Services	115.2	856.5
Services - Water / Waste disposal/ rates	695.74	662.22
Cleaning	6960.2	3533.99
Property maintenance	5493.87	4043.53
New equipment & Fittings	9634.33	0
	28010.62	19484.72
Other Expenditure		
Bank Charges and fees	0	0
Retainers	1375	2583.33
Other	186.66	405.52
Lease & Rates	-138.75	153.75
Professional charges/ Insurance	1252.77	1226.79
	2675.68	4369.39
Total Expenditure	30686.3	23854.11
Net Receipts / (Expenditure)	3204.26	-352.85
Balance Sheet		
Bank Balance @ 1/1/22	106200.32	
Net receipts/payments for year	3204.26	
Bank Balance @ 31/12/22	<u>109404.58</u>	
Breakdown		
Bonus saver	75230.10	
Current account	34121.47	
Cash in hand	68.00	
Uncleared Amts for Peppercorn rent (3 years)	-15.00	
	<u>109404.57</u>	

Except for cash, Burbage Institute had no material assets or liabilities at the year end.

Audited and Accounts found Correct

J. O'Dwyer

Jessica O'Dwyer 6.10.23 BA HONS MANAGEMENT

CHAIRS REPORT

Burbage Institute FTB Meeting – March 27th 2023

As the trustee committee is now more mature and firmly in ongoing operating mode, I have changed the style of my Chair's report to focus on key areas of update, risk or action:

Active Trustees and Succession

We have experienced a lower level of active trustees in recent times, so the ability to spread the workload has been a challenge and put time pressure on certain individual trustees to keep the Institute operating safely and compliantly. We have also struggled to have a good pipeline of trustees in place for succession of committee Officer roles. The recent AGM saw a number of resignations and a couple of new trustees proposed. Whilst leaving the committee a smaller group, this does mean that workload can be rebalanced across trustees who want to be actively involved in the ongoing business of the Institute.

I am hopeful that now the significant initial 'repair' work that was required to get the Institute into good shape operating efficiently and effectively is firmly complete, trustees will start to feel more confident about stepping up into Officer roles.

I have taken time this quarter to re-engineer the Chair's planning, tracking and administration processes and retire the detailed approach that was required to ensure governance and control could be demonstrated when the new committee took over. This has significantly simplified the running of the Institutes overall back office, which in turn significantly reduces the time required to operate effectively as Chair (both in between meetings and in preparation for meetings). This new approach also reduces the amount of time individual trustees require to effectively prepare for Full Trustee Board (FTB) meetings, as the meeting is managed from the MS word agenda, rather than through numerous additional papers. Hopefully this will also help to encourage a potential future new Chair or two to put themselves forward as well!

I suggest the board look to reassess if we need to go back out into to our local community to find more trustees at our mid-year point (may be an action out of June FTB).

Green Lane Recreation Ground

We are still awaiting finalisation of the legal transfer of the legacy left to Burbage Institute by local resident Avis Robinson. The connected processes (transfer to the official custodian and change of details on the Charity Commission website) will then follow in due course. Agreement was recently reached with Transition Buxton and High Peak Borough Council, for the planting of a community fruit orchard at the top of the recreation ground. Once the transfer completes an update will be shared.

Strategic plan (3-5 year view)

Now that the Institute is firmly in ongoing operating mode, it is time to turn attention to a more strategic perspective of how we deliver on the Institutes Purpose and Values. To support this work, I have created a logo image summarising our Purpose and Values (shown in agenda item FTB 9/03/23).

There is a healthy documented pipeline of potential projects and initiatives to further improve Burbage Institute into the future. These come from both the initial plans when the Burbage Institute charity was set-up – and from ideas and discussions the trustees have had over the past two years. I feel that now is the right time to set-up a sub-group of trustees specifically focused on creating and proposing a 3 – 5 year plan. This sub-group will be commissioned at our FTB on 27th March 2023 – and will aim to bring a proposal for review at the Sept 2023 FTB (which after feedback could then be approved at the Nov 2023 FTB).

In consideration of both the levels of ongoing work required to maintain the Institute, and the number of active trustees, I encourage the committee to consider the upcoming year or two as a period of consolidation before moving ahead with significant new projects. I feel that this 3 – 5 year plan sub-group can help to balance future aspirations with practical reality, and can also prioritise effectively to ensure that the right developments for Burbage Institute are considered and approved.

Thank you so much to everyone who has contributed towards our progress these past months!

Lisa Edwards

Chair, Trustee Board of Burbage Institute Charity 1101471

27th March 2023

MINUTES OF MEETING




Annual General Meeting (AGM)	Monday 27th March 2023 at 7:00pm
AGM 1/03/23 Welcome and Apologies	
Apologies: Paul Shirt (PS)	Roman Gawel (RG)
James Piercy (JP)	Margaret Slyfield (MS)
Claire Morrell (CM)	Joanne Sundel (JS)
Participating	
Pippa Bradbury (PB)	Pippa Peach (PP) (Treasurer)
Maggie Davies (MD) (Managing Trustee, MT)	Anne Wood (AW) (Managing Trustee, MT)
Lisa Edwards (LE) (Chair)	Jane Brazozski (JB)
Emma Moore (EM) (Secretary)	Carol Collis (CC)
Netta Christie (NC)	Alan Hackett (AH)
Keith Wood (KW)	
Summary of Discussion:	
LE welcomed all to the meeting, particularly potential new Trustee Alan Hackett.	

AGM 2/03/23 Declaration of Interest / Confidentiality
Summary of Discussion:
There were no declarations of interest in any agenda item.

AGM 3/03/23 Minutes of Previous Meeting dated 14th March 2022
Summary of Discussion:
No comments were made on the previous meeting minutes and they were accepted as a true record of the meeting. Nobody disagreed.

AGM 4/03/23 Chair's report
There were no comments on the chair's report. All were happy that it was a true reflection of achievements made and decisions taken. It was noted as positive that there were so many 'green' actions since the last AGM.

Signed.....  Date..... 27/3/23

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AGM 5/03/23 Secretary's Report

Summary of Discussion:

LE explained the focus on attendance levels in the report and highlighted the requirement to attend 3 of the 4 annual FTB meetings. She further noted the strong correlation between engagement levels and the ability to make a significant contribution as a trustee.

There were no further comments on the report. All were happy that it captured attendance levels over the past year.

AGM 6/03/23 Treasurer's Report

Summary of Discussion:

PP pointed out that the accounts are yet to be audited but that the key takeaway is that the Institute is slated to make a modest profit of £3204 for 2022, largely due to the income derived from Burbage Pre-School. LE added that it was important to note this heavy financial reliance on Burbage Pre-School as a longstanding hirer as, without this regular income, the Institute would require a lot more active management of ad-hoc hirings.

PP pointed out that the last year saw some substantial one-off costs, including new equipment and fittings totalling approximately £10,000. Outgoings on such items should drop substantially in 2023.


It was also noted that Burbage Institute is in need of a new auditor.

AGM 7/03/23 Elections for 23/24

Summary of Discussion:

All current trustees formally stepped down from their posts and the meeting was handed over to the management trustees (MD and AW).

Resignations from 5 trustees (PS, RG, JP, MS and CM) were noted and accepted. Remaining former trustees (LE, PP, PB, NC, CC, JB and EM) all confirmed that they were happy to stand for another year. Alan noted some reservations about standing as a new trustee but agreed to do so for the forthcoming year (AW will explore the use of a

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microphone during meetings). JS had recorded her interest in standing as a trustee ahead of the meeting.

Election of officers:

- **Chair:** LE agreed to stand again for this year in the absence of any other volunteers and was duly elected chair (nomination by PB, seconded by CC).
- **Vice-Chair:** AW agreed to shadow LE for the coming year and act as Vice Chair during this period. She was nominated by LE, seconded by MD and duly elected Vice-Chair.
- **Treasurer:** In the absence of any other volunteers, PP agreed to stand for one final year as Treasurer but noted that she would then be stepping down entirely as a trustee after this point. LE proposed PP as Treasurer, AW seconded and PP was duly elected. Trustees voiced hope that JS may be interested in taking on the shadow Treasurer role but, if this is not of interest to JS, NC will shadow PP on a trial basis. PP will reshare the list of roles and responsibilities that she previously compiled but noted that the time commitment required is no more than 2-3 hrs per month.
- **Secretary:** EM explained that due to work and family commitments, she has not been fulfilling the full secretarial role, limiting her input to the minuting of meetings. She was happy to do this limited role for a further year but would then step down as Secretary after this point. LE proposed EM as secretary and PP seconded. She was duly elected. CC agreed to shadow EM as secretary for the forthcoming year.
- **Community Lead:** PB agreed to stand again and was proposed by NC and seconded by CC. She was duly elected Community Lead.

LE proposed and PP seconded that all other committee members, including JS and AH as new trustees, be elected for another year. All committee members were duly elected.

Other comments:

PB pointed out that the caretaking role was retired last year when Paul Shirt stood down as a trustee but that there remains an ongoing challenge overseeing the maintenance of the building. The burden of this role largely falls to PB and her husband Phil and requires a lot of management, from dealing with small problems to coordinating with the contracted property maintenance firm. Trustees discussed how best to recognise PB and Phil's role, given that it fills a significant gap and takes up a lot of their time. It was agreed that PB take an action to log all involvement between this meeting and the next FTB in June in order to quantify the extent and nature of the role. PP also requested that the log include a note of when technical knowledge is required to fulfil the role.

Signed.....

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NC noted that there is a big focus on volunteering in conjunction with the King's coronation in May. She suggested the board incorporate a call out for volunteers in the press release issued by Connex. NC to ask if this is a possibility.

AGM 8/03/23 | Constitutional Changes

Summary of Discussion:

- There were no constitutional changes to consider.

AGM 8/03/23 | Correspondence

Summary of Discussion:

- There was no correspondence to consider.
- MD and AW will need to put together the annual report for the PCC. It was suggested this be compiled from the '22-23 Chair's reports.

AGM 10/03/23 | Dates and Times of next meetings

Summary of Discussion:

Upcoming meetings schedule:

AGM: 24th March 2024

2023 FTB: 27th March, 26th June, 25th September, 27th November

AGM 11/03/23 | What have we achieved this evening?

Summary of Discussion:

This evening we:

- Welcomed new trustees and officers and thanked those who have stepped down, particularly noting RG's long service and significant contribution.

Meeting finished: 7:30pm

Signed.....

Date.....

27/3/23

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