



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

Jo 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 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 27 th 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

Chair of Trustees

AGM Meeting 27.3.23

Version No. Draft 1

MINUTES OF MEETING



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	

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

Chair of Trustees

AGM Meeting 27.3.23

Version No. Draft 1

MINUTES OF MEETING



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.....

Date.....

27/3/23

Chair of Trustees

AGM Meeting 27.3.23

Version No. Draft 1

MINUTES OF MEETING



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.....

Chair of Trustees

AGM Meeting 27.3.23

Date.....

27/3/23

Version No. Draft 1