



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

Caretaker?

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	33445	31692.25
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	5972	9634.33
	25245.02	28010.62
Other Expenditure		
Retainers	0	1375
Other	366	186.66
Lease & Rates	5	-138.75
Professional charges/ Insurance	1236.92	1252.77
	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>118350.94</u>	
Breakdown		
Bonus saver	76139.39	
Current account	42229.55	
Cash in hand	2	
Uncleared amounts for Peppercorn rent (4 years)	-20	
	<u>118350.94</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 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 safely 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			Key Control			Hiring Process Works		
Committee/Meeting Structure			Covid Risk Assessment			Hirers sign Ts & Cs (now web)		
Legal Requirements fulfilled			General Risk Assessment			Noticeboards Used		
Required Roles filled			Fire - Raise the alarm			Website in place		
Governance Documents			Fire - Exit the building			Facebook in place (not used/req'd)	n/a	n/a
Code of Conduct			Fire - Fight the fire			Nursery Relationship		
Trustee Induction			Fire - Safety			Regular Users Engaged		
Financial Controls			Gas Records & Safety			Regular Users Happy		
Payment Process/Bank			Electrical Records & Safety			Local Residents Relationship		
Terms & Conditions of Hire			Working Bathroom Facilities			Bowling Club Relationship		
Covid environment			Working Kitchen Facilities			Band Relationship		
Satisfactory Insurance			Facilities meet legislation			Opening/Closing Adhoc Hirers		
Health & Safety Compliance			Maintenance up to date			Sorting out storage/under stage		
Fire Compliance			Parking			Updating/cleaning cupboards		
Other Policies			Cleaning			Sorting China/Cutlery		
Other Processes			Damp and mould treated			Gritting facilities		
Trustee Action Plan			Asbestos			Large Events (Panto, Runs etc)		

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

- **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:

- There was no correspondence to consider.

AGM 10/03/24 Dates and Times of next meetings

Summary of Discussion:

Signed..... *A Wood*

Chair of Trustees

AGM Meeting 27.3.23

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

Version No. Draft 1

MINUTES OF MEETING



Upcoming meetings schedule:

AGM: 27th March 2025

AGM 11/03/24	What have we achieved this evening?
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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..... AWood Date..... 27/6/24
Chair of Trustees
AGM Meeting 27.3.23

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