

# 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	34600	33445	3.5%
Adhoc rentals	643.75	987.75	-34.8%
Investment income			
Bank Interest	1685.29	1366.55	23.3%
<b>Total receipts</b>	<b>36929.04</b>	<b>35799.3</b>	<b>3.2%</b>
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	13077.78	4340.31	201.3%
New equipment & Fittings	8123.82	5972	36.0%
	<b>43637.08</b>	<b>25245.02</b>	<b>72.9%</b>
<b>Other Expenditure</b>			
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%
	<b>1571.81</b>	<b>1607.92</b>	<b>-2.2%</b>
<b>Total Expenditure</b>	<b>45208.89</b>	<b>26852.94</b>	<b>68.4%</b>
Net Receipts / (Expenditure)	-8279.85	8946.36	-192.5%
Balance Sheet			
<b>Bank Balance @ 1.1.24</b>	118350.94		
Net receipts/payments for year	-8279.85		
<b>Bank Balance @ 2.1.25</b>	<b>110071.09</b>		
<b>Breakdown</b>			
Bonus saver	77243.91		
Current account	32850.18		
Cash in hand	2		
Uncleared amounts for Peppercorn rent (5 years)	-25		
	<b>110071.09</b>		

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

<b>Annual General Meeting (AGM)</b>	<b>Thursday March 27<sup>th</sup>, 2025, at 7.30pm at Burbage Institute</b>
<b>AGM 1/03/25 Welcome and Apologies</b>	
Apologies: Sandra Doore (SD) Pippa Bradbury (PB)	Lisa Edwards (LE)
<b>Participating</b>	
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)
<b>General Public</b>	
Keith Wood (KW)	

<b>AGM 2/03/25</b>	<b>Declaration of Interest / Confidentiality</b>
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.	

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

<b>AGM 5/03/25</b>	<b>Chairs Report</b>
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 <sup>th</sup> . 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
<b>Summary of Discussion:</b> There was no correspondence to consider other than bookings.	

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

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

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