

THORNTON STEWARD INSTITUTE FOUNDATION

Trustees Meeting

21st January 2024

Meeting Location: The Institute, Thornton Steward

Attendance - Trustees	Guests	Apologies
Chairperson - Paul Booth-Burke (PBB)		
Treasurer - Mark Hutchinson (MH)	Parish Chairperson - Vicky Buczak (VB)	
Secretary – Caroline Booth-Burke (CBB)		
Trustee - Carol Brierley (CB)		
Trustee - Jim Brierley (JB)		

	Item	Actions
1	Minutes of last General Meeting 3rd Jan 2023 Minutes Agreed and Signed by Chair	<i>None</i>
2	Matters arising None	<i>None</i>
3	Update on Institute Building Improvement Project Planning permission approved. Awaiting quotes from builders, seem reluctant to give written quotes given economic climate. Any grant will need to be fund matched, so suggest hold off building until inflation calms. Work with known builders to get quotes in order that we can apply for grant. Target summer 2025 for building – so funding needs to be in place by end of 2024	<i>PBB to provide MH and VB copies of approved plans for quotations. MH to reach out to his building contacts to supply a quote. VB to reach out to her builder. CBB to reach out to Vicky – Village Hall fund to understand dates and</i>

		<i>whether help in finding quotations</i>
4	Kitchen damp walls, remove soil outside. Work has been scoped, need to dig out 2 ft - membrane fitted and backfill.	<i>PBB to speak to Ian about the work needed - suggest manual digging and be onsite whilst any open holes as public footpath. MH and PBB to undertake work in sections</i>
5	AOB Annual Financial shortfall Social Committee funds now go to Parish - propose to charge for usage for social events Donations from pop up tearoom for the Church - £60 Social Committee events - check electricity usage and adjust charge. Pop Up teashop/cake shop for Institute on different weekend. Bric-a-brac sale via social committee - village fete (4 th May) Look into electronic payment system. Task List Update Toilet blockage - pipe is an issue - add to maintenance list Grey Bin - as paying council tax CB has requested bin History of village books currently stored by CB / JB.	<i>Check list is complete and update volunteers - ALL. CBB to check electricity usage and adjust charging. PBB to agree charging with social committee. VB/CBB to look at additional activities specifically for Institute over summer. PBB to set up WhatsApp group for maintenance activities</i>
6	Close	

Summary of actions to be added to action tracker	
Provide copy of approved plans to Trustees ready to quote against	PBB
Trustees to reach out to building contacts for quotations suitable for grant submissions	ALL
Reach out to Village Hall funding group to establish requirements for grant submission	VB/CBB
Discuss with Ian access to rear of Kitchen and approach to remedy damp	PBB
Manual piecemeal approach to digging out and fitting membrane to be undertaken during drier months	PBB & MH
Validate task list is complete and update volunteers	ALL
Audit electric usage and ensure Institute hire charges cover basic costs	CBB & PBB
Work with social committee to look at additional fund-raising opportunities	VB/CBB

Set up Trustees WhatsApp group	PBB
Investigate cost of electronic payment system	CBB

Thornton Steward Institute Foundation 1172820
Accounts For The Year Ending 30th Nov
2023

Donations Banked	£0,822.36	
Auction Of Promises	£1,508.00	
TSPM Grant	£0,550.00	
Interest	£0,122.66	
Total		£3,003.02
Purchases		
Cash Expenses,	£0,163.08	
Water	£0,090.00	
Electricity	£0,449.49	
Fire Protection	£0,076.00	
Insurance	£0,489.25	
A.Garner,Electrical Testing	£0,543.00	
Bank Charges	£0,068.04	
VDG,Plan Shop,Coal(£151.00)	£2,023.16	
Council Tax	£0,137.70	
Total		£4,039.72

Cash +Bank B/Fwd	£9,241.84	Cash + Bank C/Fwd (Deficit	£8,205.14 £1,036.70)
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