

INSTITUTE

CIO No. 1181396

Minutes of the Borrowdale Institute Trustees Meeting held on 8th August 2022.

1. Welcome

Nigel welcomed those present at the meeting:

Trustees present:

Nigel Dixon (Chair)

Adrian Paye (Deputy Chair)

Pam Cooke (Secretary)

John Postans (Treasurer)

Freda Chapman

2. Apologies

Ralf Smits and Lucy Doolin

3. Minutes of the Trustees meeting held on 3rd May, 2022 .

Proposed: Nigel Dixon, seconded: Pam Cooke.

Minutes were approved

4. Matters Arising- not on this agenda

Marquee - our marquee has to be erected and dismantled by us. If anyone wanted to have a marquee for a special event it was felt that it would be better for them to hire one themselves.

Audited Accounts - John to complete a financial report to accompany the audited accounts.

5. Election of Officers

As our Officers have been elected until November it was decided to delay this voting until our next meeting in November.

6. Co-opted to the Trustees.

Secretary - Pam Cooke

Proposed: John Postans Seconded: Freda Chapman.

Freda Chapman is going to look at the Constitution to establish quorate requirements for the voting in of Officers.

Action Freda to look at our Constitution.

7. Correspondence

Pam reported that she had emailed Mark Radcliffe inviting them to nominate someone to represent their organisation onto our Board of Trustees.

She had also sent a similar e-mail to ask Jane Saxon inviting them to nominate someone to represent their organisation onto our Board of Trustees.

Pam had drafted a letter of thanks to send to Walkers, the Builders to thank them for all the work they had done renovating the Institute.

Action: Pam to send letter of thanks to Walkers.

Pam had been asked to circulate an invitation to the Borrowdale Story Launch of the Mining Exhibition at St. Andrew's Church on 4th September at 3.00 pm.

Action: Pam to send out an Invitation to all the Trustees about the Mining Exhibition.

Canopy - Pam had emailed Darren about the damage to the Canopy. Adrian had dealt with this, but Darren has still not paid our bill to repair the canopy.

Action: Adrian to send him a letter. Letter will state that if he has not paid us within 7 days we will have no alternative but to put the matter into the hands of our insurers.

Pam had received an email explaining that Freda had been in correspondence with Emma West who had been doing some research on the Institute. She had been looking at some Historical Documents linked with the founding of the building.

8. Treasurers report.

Annual Accounts - The 2021-2022 accounts were approved by our External Auditor Alan Jacobs. The Trustees thanked John for his work on these.

The annual accounts were approved by the Trustees.

Outdoor Storage Shed - The Trustees had asked Walkers to complete and make improvements to the shed. It cost £10,000 to put on a new roof, a new floor and to paint the shed.

Retention Fee – This has been paid to the builder.

Curtains and Blinds- The Trustees have purchased new curtains and blinds for the main hall.

Car Park Income - income from the car park is down by about 10% . It only costs £5.00 per day to park a car.

The general public are not allowed to use the car park if there is a wedding or special event taking place. However, an element of the charge for special functions goes towards parking costs. (£100.00.) We need lines drawing in the car park.

Energy – our current power contract expires in February 2023.

The latest financial projections indicate that the Institute is now on an even keel. However, money will need to be spent on the Fire Alarm work.

Action for Cumbrian Communities - Adrian had attended a meeting held by 'Action for Cumbrian Communities'. The Government has set up this charity and they may be able to help us with energy costs for the hall.

Action for Cumbrian Communities hold regular meetings. These include face to face and zoom meetings. John volunteered to attend the zoom meeting on 13th August at which utility aid will be discussed. Many halls have benefitted from money awarded by this organisation.

We could ask for funding to replace the floor in the main hall. When replacing the floor we could insulate underneath it to help conserve energy.

Andy Roberts has offered to help us apply for this. The person we need to contact is Helen Aitken.

Nigel proposed that we should initiate the application process.

We should try to join the Hallmark scheme. This is a scheme which promotes good management and stewardship of village halls.

Adrian will circulate what we have to do to reach Level1 of this scheme. They require a list of committee members and their terms of office etc. and need to be notified when they resign and when new people are appointed.

Fuel - The heating of the hall is carefully monitored. John and Lucy keep a close eye on this. John switches the heating on and off when required.

It would help John if times could be included on the hall usage schedule.

Action: Lucy Doolin to include times on the hall usage schedule.

Fuel projections – Heating oil has come down slightly in price.

9. Buildings Report

This has been included in the Treasurers report (shed and new floor). See also item 11. The Premises License application.

10. Borrowdale Institute Coordinator's Report.

The Trustees thanked Lucy for her report.

Area for development at the Institute - The car park chain does not work well. For example, someone has fallen over it. The chain is difficult to put up on your own.

We need to have a thick, brightly coloured rope (reflective if possible). We need to look for an alternative to the chain and decide exactly where it should go.

Action: Nigel and Adrian to consider this and organise an alternative to the chain.

Bar Locks - New locks are needed for the bar in the Community Room and the newly created bar in the main hall storage area. These need to have separate locks so that hirers do not have access to both bars. Different key codes are required for each bar.

Lucy need not show people the large fridge in the right hand storage area.

The stores need to be sorted out. Lucy and Tom will need some help from the Trustees to do this probably sometime in November.

Freda has volunteered to donate some glasses to us that she doesn't need. The Trustees thanked Freda and agreed to accept them.

11. Premises Licence Application

Cumbria Police have asked us to install a CCTV system as a condition of the Premises Licence. We have been asked to provide cameras on the inside and outside of the building to cover all the entrances.

Beacon quoted £1,500 for installing one camera inside the hall and another camera outside on the side door (not the front door).

Tom Mellerdew from Derwent Digital (they did the work for Glaramara) quoted £2,000 for one camera near the front door, the side door and one inside the main hall.

Both installations would record footage on an app which would be kept for 28 days. Nigel would have the app on his phone.

The Fire Authority were also concerned that the fire alarm would not be heard if loud music was being played in the hall.

They had indicated in their report that we should install a Narwol system which means that people see a flashing red light if the alarm is activated.

This all needs to be explained in the Terms of Hire document. We decided it would be a better idea to cut off the power to the sockets (not the lights) if the alarm was activated.

This would cut out the noise of the disco immediately allowing people to hear the alarm. The work should cost in the region of £500.00.

Action: Adrian to seek a quote from Ben the electrician (C and E Builders).

The Trustees decided to go with the more expensive quote for the CCTV system from Derwent Digital.

The Premises Licence also requires Tom the barman to complete an online Challenge 25 course.

Action: Pam to make the necessary arrangements.

12. Date of next meeting:

Tuesday 15th November, 2022 at 5.00 pm.

13. A.O.B.

Bookcases - Carl has lots of spare books he would like to donate to us. The Trustees decided to create a community book service.

Action: Adrian to organise some bookcases.

Games Night - Carl has volunteered to run a games night every Wednesday night throughout the winter. It would start about 7.00 pm. He has cleared this with Lucy.

We will need to decide the format of this and what games should be included. It will need some funding from the Trustees.

Action: Carl to organise and publicise

Meeting closed at 6.45pm

		Borrowdale Institute						Nov 8, 22			
		Reg Charity no 1181396									
Receipts and Payments Account for the year ended 31st March 2022											
	year ended 31st March						year ended 31st March				
		2022					2022				
		Restoration					Restoration				
	Trading	Fund	total			Trading	Fund	total			
Receipts	<i>(general)</i>	<i>(restricted)</i>			Payments	<i>(general)</i>	<i>(restricted)</i>				
Grants		74,441.00	74,441.00		Fund raise Equip	147.60		147.60			
Donations		5,680.00	5,680.00		Architects/planning		1,152.00	1,152.00			
Gift Aid		1,479.01	1,479.01		Other	4,000.00	Other	4,000.00			
Crowdfunding		46.30	46.30		Promotions	885.17		885.17			
Amazon		34.85	34.85		Licences	132.00		132.00			
200 Club	1,200.00		1,200.00		Utilities	3,007.45		3,007.45			
Events	3,640.00		3,640.00		Cleaning	2,543.65		2,543.65			
Collection Boxes		330.77	330.77		Insurances	1,522.50		1,522.50			
					Maintenance	2,525.54		2,525.54			
car park	7,306.93		7,306.93		Admin & Staty	9,223.20		9,223.20			
Interest	-		-		Construction		149,817.10	149,817.10			
Bar	5,063.56		5,063.56		Furniture/Equip.		39,541.15	39,541.15			
Other	1,546.28		1,546.28		Bar Stock	6,664.28		6,664.28			
Hall Hire	3,130.00		3,130.00		Events	1,503.00		1,503.00			
total	21,886.77	82,011.93	103,898.70		total	32,154.39	190,510.25	222,664.64			
					Surplus(deficit)	(10,267.62)	(108,498.32)	(118,765.94)			
	###	###	###			###	82,011.93	103,898.70			
		Asset Statement			year ended 31st March 2022						
					Trading	Restoration	Total	31st March	Diff.		
					Account	Fund	Funds	2021	+/-		
					<i>(general)</i>	<i>(restricted)</i>					
		Balance 1st April 2021			12,372.84	139,258.11	151,630.95				
		Transfer to Trading Account			13,759.79	(13,759.79)					
		Add surplus for year			-10,267.62	-108,498.32	-118,765.94				
		Balance 31st March 2022			15,865.01	17,000.00	32,865.01				
					Held as:-						
					Current account		32,865.01	151,630.95	- 118,765.94		
					Deposit account		5,921.08	5,918.40	2.68		
					BarTill Float (Cash)		161.00	-	161.00		
					Cash in hand to bank		15.37	-	15.37		
							38,962.46	157,549.35	- 118,586.89		
					Fixed & Other Assets						
					Institute Building		680,000.00				
					Furniture & Fittings		35,000.00				
					Bar Stock (Estimate)		1,000.00				
Report to the Committee					Total		716,000.00				
The above Receipts & Payments Account and Asset Statement											
are prepared in accordance with the provisions of the											
Charities Act 1992. The land & buildings of the Borrowdale											
Institute are held by the Parish Council as Custodian Trustee.											
					J H Postans - Treasurer				2022		
Auditors Report											
I have examined the financial records of the Borrowdale Institute for the year ended 31st March 2021											
and confirm that the above Receipts & Payments account and Asset Statement represent a true statement											
of the financial position; subject to the fact that there is no audit trail for the cash income, which I have taken as											
stated in the cash book or the bar stock valuation.											
					A. Jacobs - Independent Examiner				2022		

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Borrowdale Institute
receipts

interest	Current account	total
		£5,918.56
£0.06		£0.06
£0.05		£0.05
£0.06		£0.06
£0.06		£0.06
£0.07		£0.07
£0.06		£0.06
£0.06		£0.06
£0.06		£0.06
£0.06		£0.06
£0.22		£0.22
£0.53		£0.53
£1.23		£1.23
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
£2.52	£0.00	###

Deposit account
2021/22

2021		vouch no	c/no
Apr	1	Balances bfd	
Apr	1	interest to 31st march	
May	1	interest	
June	1	interest	
Jul	1	interest	
Aug	1	interest	
Sept	1	interest	
Oct		interest	
Nov		interest	
Dec		interest	
Jan		interest	
Feb		interest	
Mar		interest	

Current balances

-
-

Nov 8, 22

payment

[illegible]

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2021/22[illegible]

Donations

				Gift Aid	
					rec'd
		Donations 2017/18			
2017	09/28	Betty Walker	1,000.00		
2018	Mar 02	Gilbert Smithson Adair Trust	500.00		
	Mar 03	Freda Chapman	500.00	505.00	
	Mar 04	Adrian Paye	500.00	500.00	
		Anna Lawford	500.00	500.00	
	Mar 08	RAM Prince Keld	50.00		
	03/10	Joan Guha	100.00	100.00	
		John Bennett	300.00		
		Barbara Newton	100.00	100.00	
		Diana Hind	20.00		
	Mar 12	Gilbert Smithson Adair Trust	1,000.00		
		Richard Lewis	2,000.00		
	Mar 15	Catrian Hudson	100.00	100.00	
	Mar 20	Christine Ellwood	250.00		
	Mar 23	Don Bates	100.00		
	Mar 27	David McMaster	5,000.00	5,000.00	
	Mar 31	T Charlesworth	500.00		
		Peter Hutchinson	100.00		
		Michael Chapman	100.00		
		Emmy Mounsey	1,000.00	1,000.00	
		Kevin Crisp	100.00	100.00	
			<u>13,820.00</u>	<u>7,905.00</u>	2,479.00
		Donations 2018/19			
2018	Apr 10	Lucy Bestley	100.00		
	Apr 16	JA Figg	50.00		
	May 02	Theresa Stokhuyzen	1,000.00		
	May 11	Uglow JS & SP	100.00		
	May 14	Margaret Braithwaite	100.00		
	Aug 13	JA Hobson	250.00		
	Oct 11	Roger Cooke	500.00		
	Oct 23	David Woodthorpe	500.00	500.00	
	Nov 13	Jennifer Morris	500.00		
	Dec 13	Mr G Jenkinson	150.00		
	Dec 13	Mrs JW Sutcliffe	20.00		
	Dec 13	O. Reynolds	500.00		
	Dec 28	Elizabeth Cook	1,000.00	1,000.00	
	Dec 28	William Herbert	10.00	10.00	
	Dec 28	Borrowdale & Grange PCC	1,000.00		
2019	Jan 31	JA Hobson	150.00		
	Mar 19	S Uglow	100.00		
			<u>6,030.00</u>	<u>1,510.00</u>	
		Donations 2019/20			
	Apr 30	Judith Elliot	10.00		
	Jun 03	Dr CW de Voil	100.00		
	Jun 17	Neil Mcallister	100.00		
	Jun 17	Paypal - Freda & friends	75.00		
	Jun 30	Elizabeth Spence	100.00		
	Dec 10	Borrowdale Parish Council	250.00	-	

	Dec 17	Alan Jacobs	250.00	-
	Dec 19	Fowler	1,000.00	
2020	Jan 02	G Liddle	100.00	
	Jan 24	CBC Creditors	200.00	
	Jan 25	Keswick Lions	1,000.00	
	Feb 08	E W Blakie	100.00	
	Mar 24	R Charles	25.00	

3,310.00

Donations 2020/21

	May 18	David McMaster	5,000.00	
	Jul 02	David Beeby	10,000.00	
	Jul 28	P Bibby	12.00	
		R Maund	20.00	
		J Wigg	100.00	
	Jul 29	Gilbert Smithson Adair Trust	15,000.00	
	Jul 31	Allerdale BC	2,000.00	
	Aug 31	Roger Cooke	500.00	
		M. Stonestreet	150.00	
	Sep 07	Trustee	10,000.00	2,500.00
		Trustee	5,000.00	1,250.00
	Sep 16	John Postans	500.00	125.00
		Margaret Braithwaite	500.00	125.00
	Sep 23	Workington/Keswick Walk	100.00	
		Barnsbury Charitable Trust	2,500.00	
		Mr & Mrs Matthias	50.00	
	Sep 30	United Utilities	5,000.00	
		Gurney Trust	1,500.00	
	Oct 12	A King (CAF)	50.00	
	Oct 28	M Gibson	100.00	
		M Hunford (CAF)	500.00	
		D & R Fitzpatrick	1,800.00	
	Nov 09	Hadfield Trust	2,500.00	
	Jan 06	Mr J S Gordon	100.00	
	Jan 07	J Stratheam	100.00	
	Jan 17	Mr & Mrs Stokhuyzen	10,000.00	
	Feb 08	Mr & Mrs Barton	35.00	
	Feb 08	Emmie Mounsey	500.00	
	Feb 17	M & S Chapman (mountain View	100.00	
	Feb 17	Cash (via Nigel)	50.00	
	Feb 24	Mr Plaut	100.00	
	Feb 24	Mrs Ellwood	100.00	
	Feb 24	D.Beeby	1,000.00	
	Feb 24	M&J Stonestreet	500.00	
	Mar 06	L P Bestley	1,000.00	
	Mar 16	G Jenkinson	500.00	

76,967.00

Donations 21-22

	Apr 12		4,000.00	
	Apr 12	Mrs T Tyler	250.00	62.50
	Jun 23	J Blinston	500.00	125.00
	Aug 03	S Little	500.00	125.00
	Dec 29	J Postans	1,000.00	250.00

6,250.00

1,479.01

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4,562.50

Total to date

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Donations 2021/22

Apr 01 J & L Cole

30.00

Grants Received

			rec'd
2018	Oct 31	Garfield Weston	£20,000.00
2019	Mar 19	Harold & Alice Bridges Charity	£2,000.00
	May 17	Keswick Bridge Appeal	£750.00
	Jun 19	Princes Countryside Fund	£10,000.00
2020	Jan 09	Royal Warrant Holders Charity Fund	£2,000.00
	Apr 30	Allerdale BC Business grant re Covid 19	£10,000.00
	Nov 09	Hadfield Trust	£2,500.00
	Nov 12	Bernard Sunley	£10,000.00
	Nov 20	Village Hall Improvement Trust	£50,835.00
	Dec 11	The Big Lottery	£12,792.00
2021	Apr 09	The Big Lottery	£39,924.20
	Apr 28	Allerdale BC	£8,000.00
	May 17	Cumbria CC	£1,000.00
	Jun 25	Allerdale BC	£175.00
	Jul 05	Cumbria CC	£4,500.00
	Oct 15	The Big Lottery	£21,926.40
	Nov 19	The Big Lottery	£3,665.40
Jul 14, 05	Feb 28	Cumbria CC	£250.00
Total			###

Date	Detail	Cash	Debit Card 113202	Credit Card 113377
08/28/2021	Wedding Bar	£795.00	£426.66	£242.27
11/15/2021	D. Jackson B'Day		£266.00	£206.95
11/25/2021	Farmers Dinner	£350.00	£0.00	£0.00
12/13/2021	Quiz Night	£1,160.00	£275.45	£221.23
12/29/2021	S.Jackson B'Day	£1,316.00		
		£3,621.00	£968.11	£670.45

		£7,242.00	£1,936.22	£1,340.90
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Total

£1,463.93

£472.95

£350.00

£1,656.68

£1,316.00

£5,259.56

£10,519.12

**Year
ended
31st March**

**car
park
income**

1991	522
1992	853
1993	1,132
1994	1,470
1995	1,863
1996	1,403
1997	1,372
1998	1,545
1999	1,176
2000	1,988
2001	1,151
2002	2,395
2003	3,571
2004	3,948
2005	4,253
2006	4,737
2007	5,436
2008	6,635
2009	6,482
2010	6,398
2011	6,095
2012	6,315
2013	5,815
2014	5,528
2015	6,386
2016	6,369
2017	6,765
2018	7,239
2019	6,590
2020	4,067
2021	7,307
2022	

Loan £5,000.00 no Interest no time limit

Repayment Schedule

Date	Amount repaid	Cheque or Transfer Ref:	Balance Outstanding
1.4.21	£0.00	0	£5,000.00
29.12.21	£4,000.00		£0.00

Note. It was Agreed that £1,000.0 would be made as a donation + Gift Aid
Loan now repaid

Receipts and Payments Account for the year ended 31st March 2022

year ended 31st March				year ended 31st March			
2022				2022			
Trading		Restoration	total	Trading		Restoration	total
(general)	Fund	(restricted)		(general)	Fund	(restricted)	
Receipts				Payments			
Grants		74,441.00	74,441.00	Fund raise Equip.	147.60		147.60
Donations		5,680.00	5,680.00	Architects/planning		1,152.00	1,152.00
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Other	1,546.28		1,546.28	Bar Stock	6,664.28		6,664.28
Hall Hire	3,130.00		3,130.00	Events	1,503.00		1,503.00
total	21,886.77	82,011.93	103,898.70	total	32,154.39	190,510.25	222,664.64
				Surplus(deficit)	(10,267.62)	(108,498.32)	(118,765.94)
	21,886.77	82,011.93	103,898.70		21,886.77	82,011.93	103,898.70

Asset Statement

year ended 31st March 2022

	Trading Account (general)	Restoration Fund (restricted)	Total Funds	31st March 2021	Diff. +/-
Balance 1st April 2021	12,372.84	139,258.11	151,630.95		
Transfer to Trading Account	13,759.79	(13,759.79)			
Add surplus for year	-10,267.62	-108,498.32	-118,765.94		
Balance 31st March 2022	15,865.01	17,000.00	32,865.01		
	Held as:-				
	Current account		32,865.01	151,630.95	118,765.94
	Deposit account		5,921.08	5,918.40	2.68
	BarTill Float (Cash)		161.00	-	161.00
	Cash in hand to bank		15.37	-	15.37
			38,962.46	157,549.35	118,586.89
	Fixed & Other Assets				
	Institute Building		680,000.00		
	Furniture & Fittings		35,000.00		
	Bar Stock (Estimate)		1,000.00		
	Total		716,000.00		

Report to the Committee

The above Receipts & Payments Account and Asset Statement are prepared in accordance with the provisions of the Charities Act 1992. The land & buildings of the Borrowdale Institute are held by the Parish Council as Custodian Trustee.

J H Postans - Treasurer

9/6/2022

Auditors Report

I have examined the financial records of the Borrowdale Institute for the year ended 31st March 2021 and confirm that the above Receipts & Payments account and Asset Statement represent a true statement of the financial position; subject to the fact that there is no audit trail for the cash income, which I have taken as stated in the cash book or the bar stock valuation.

A. Jacobs - Independent Examiner

2022