

Silvester Horne Institute Charity

Trustees Reg no 215846)



Church Stretton

Town Council

Dear Trustee

Circulated

A meeting of the Trustees of the Silvester Horne Institute Charity will be held in the Christine Harvey Room, Silvester Horne Institute, Church Stretton on Tuesday, 1st March 2023 commencing at 6.00 p.m. at which your presence is requested.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Nicky Hook'.

Nicky Hook
Locum Town Clerk

AGENDA

1.	Apologies To receive apologies
2.	Declarations of Interest To receive declarations of any disclosable interest in a matter to be discussed at the meeting and which is not included in the register of interests (in accordance with the new code of Conduct adopted by Church Stretton Town Council on 17th May 2022). Members are reminded that they are required to leave the meeting during discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered into the register of members' interests maintained by the Monitoring Officer.
3.	Minutes To approve the minutes at the meeting of the Trustees of the Silvester Horne Institute Charity on Tuesday 27 th September 2022. Appendix A
4.	Finance a) To receive the independent examiners report for the year to March 2022 Appendix B b) To receive income and expenditure accounts to 31 st January 2023 Appendix C c) To resolve to change the name of bank accounts held with the Co-operative bank from Church Stretton Town Council – Silvester Horne Institute Charity to Silvester Horne Institute Charity. d) To resolve to apply to HMRC for registration for Gift Aid.
5.	Fees and Charges To consider a report on fees and charges and agreed action. Appendix D

6.	Improvements to Bookings To receive a report relating to changes to booking procedures and terms and consider action. (To follow)
7	Terms and Conditions To receive the updated Terms and Conditions for hirers and consider action. (To follow)
8.	Institute Cottage To consider quotes received for replacement windows. To be tabled
5.	Next Meeting To note the date of the next meeting to be held Tuesday 26 th September 2023 commencing 6.45pm

End