

WHALEY BRIDGE MECHANICS INSTITUTE

Mechanics Institute, Market Street, Whaley Bridge, High Peak, SK23 7AA
Secretary: Mrs S Raybould Tel: 01663 733068
e-mail: towncouncil@whaleybridge.com
Registered Charity No: 520533

Meeting: Mechanics Institute Trustee (following WBTC Meeting)
Date: 9th July 2015
Time: 9pm (approx)
Venue: Meeting Room, Mechanics Institute
To: All Members of the Trustee

AGENDA

1. Apologies for absence
2. Minutes of the meeting held on 9th October 2014
3. Matters arising
4. Approval of Audited Report and Accounts for Year Ending 31st March 2015
5. Approval and Signature for Bank Mandate for Debit Card
6. Renewal of Library Lease with Derbyshire County Council
7. Negotiations with Frederic Robinson Ltd for long-term lease of toilet area and garage.
8. Repairs and Maintenance Projects – replacement windows/solar panels
9. Disabled Access
10. Review of hire charges

Mrs S Raybould
Secretary to the Trustee
2nd July 2015

WHALEY BRIDGE MECHANICS INSTITUTE

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Secretary to the Trustee: Mrs S Raybould Tel: 01663 733068
E-mail: townccouncil@whaleybridge.com

Meeting: Mechanics Institute Trustee
Date: 9th October 2014
Time: 7.00pm
Venue: Mechanics Institute (Meeting Room)
Present: Councillors John Pritchard (Chair), Lomax, Taylor, Mrs Anne Winter and Wild.

MINUTES

M14/01 Apologies for Absence

Apologies for absence were received from Cllrs Bowden, Mrs Linda Leather and Susanne Lomas and Caretaker – David Johnson.

M14/02 Minutes

RESOLVED: That the minutes of the meeting held on 13th June 2013 were a true and correct record and the Chair was authorised to sign them.

M14/03 Matters Arising

Cllr John Pritchard reported the sad death of Jack Lawford who had audited the accounts for many years.

M14/04 Approval of Report & Accounts for Year Ending 31st March 2014

It was noted that the year-end accounts had been audited and approved by ~~Grant Thornton~~ *Chronicle Accountants, Market St, Whaley Bridge*

RESOLVED: To approve the audited accounts for the year ending 31st March 2014 and the Chairman was authorised to sign them.

A copy will be submitted to the Charity Commission.

A copy of the Annual Report to the Trustee 2013/14 was received.

M14/05 Negotiations with Frederic Robinson Ltd for long-term lease of toilet area and garage

A full structural survey had been undertaken and necessary remedial work carried out. Some additional repairs were required in the garage area but Frederic Robinson Ltd had stated that the Trustee is responsible for carrying out this work.

The Secretary had met with Alison Beckett from Cooper Sons Hartley and Williams to discuss the position with negotiating a new lease with Frederic Robinson Ltd who required £2000 per year to rent the toilet area and garage. An email had been received from Alison (dated 08 October 2014) stating that she had undertaken a Land Registry search and the results showed that the garage area in question is not registered. She will ask F. Robinsons for a copy of their title deeds to the garage.

She also stated that having a flying lease (for the toilet/garage area) may cause problems with applying for grant funding unless a long-term lease agreement can be negotiated.

RESOLVED: To engage Cooper Sons Hartley and Williams (Buxton) as solicitors to proceed with negotiating a long-term lease with Frederic Robinson Ltd, seeking a copy of their title and to check the availability of grant funding in situations where the applicant owns a flying freehold to part of the building and to request to be kept informed of costs and our financial liability.

M14/06 Repairs and Maintenance - Replacement Windows – Main Hall

A quotation for £5482 was received from Disley Windows Ltd to supply and fit three redwood, double glazed, replacement windows to the front of the Main Hall.

RESOLVED: To obtain a competitive quotation for supplying and fitting the replacement windows to the Main Hall.

RESOLVED: To obtain quotations for installing solar panels to the roof.

RESOLVED: To ask Whaley Bridge Town Council to include the sum of £5500 in the refurbishment budget for the Mechanics Institute for the 2015/16 financial year.

M14/07 Review of Hire Charges 2015

RESOLVED: To increase hire charges as detailed on the attached sheet from 1st January 2015.

Signed as a true and correct record:Chair

Date:

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Hire Charges

The following charges will apply from 1st January 2015:

1. Regular Bookings

Regular users will be invoiced a constant amount each month. This amount will be based on the hours per week booked in accordance with the following rates:

- | | | |
|----|--------------|---|
| a. | Main Hall | £39.00 per month per hour (evenings + weekends)
£31.00 per month per hour (weekdays) |
| b. | Meeting room | £32.00 per month per hour (evenings + weekends)
£27.00 per month per hour (weekdays) |
| c. | Reading Room | £25.00 per month per hour |

Regular users may be entitled to a key to the building/room. They will be responsible for opening up the building, making the room available for their requirements, replacing all furniture after use and **securing** the building when they leave.

2. Occasional Bookings

- | | | |
|----|---------------------------------|-----------------|
| a. | Main Hall (evenings + weekends) | £18.00 per hour |
| b. | Main Hall (weekdays) | £14.00 per hour |
| c. | Meeting Room | £12.00 per hour |
| d. | Reading Room | £10.00 per hour |

3. Special Bookings

- (a) Private parties £130.00 (+returnable cash deposit of £150)

The Main Hall is available for private parties on Friday and Saturday evenings (6pm – midnight) at a fixed rate of £130 plus a returnable cash deposit of £150.00).

- (b) Coffee Mornings £17.00

The Meeting Room is available for coffee mornings on Fri and Sat at a fixed rate of £17.00

- (c) Children's Parties £35.00 - Meeting Room
(up to 12 years of age) £50.00 - Main Hall

Subject to availability, facilities can be made available for children's parties at a fixed rate (per party) of £35.00 for the Meeting Room or £50.00 for the Main Hall, during the day only, up to 6pm.

**N.B. All invoices must be paid in full prior to the event taking place.
Cheques to be made payable to Whaley Bridge Mechanics Institute**

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WHALEY BRIDGE MECHANICS INSTITUTION
ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2015

WHALEY BRIDGE MECHANICS INSTITUTION
ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2015

TRUSTEES

A Winter
D Lomax
J Pritchard
J Swift
~~L Leather~~ *Z. Clarke*
R Wild
R P Bowden
D B Taylor
J Goldfinch
M Thomas - *Chair*
S Lomas
R Gilmour

CHARITY REGISTRATION NUMBER

520533

BANKERS

Royal Bank of Scotland Plc
9 Market Street
Chapel-en-le-Frith
High Peak
SK23 0HL

INDEPENDENT EXAMINER

Chronicle Accountants Ltd
Financial Accountants and Accounting Technicians
1 Market Street
Whaley Bridge
High Peak
SK23 7AA

WHALEY BRIDGE MECHANICS INSTITUTION
ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2015

CONTENTS

Pages	3	Independent examiner's report
	4	Income and expenditure account
	5	Balance Sheet

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WHALEY BRIDGE MECHANICS INSTITUTION

FOR THE YEAR ENDED 31 MARCH 2015

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- (a) examine the accounts under section 145 of the Charities Act,
- (b) to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- (c) to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in, any material respect, the requirements
 - (a) to keep accounting records in accordance with Section 130 of the Charities Act;
 - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Chronicle Accountants Ltd
Financial Accountants and Accounting Technicians
1 Market Street
Whaley Bridge
High Peak
SK23 7AA

31 May 2015

WHALEY BRIDGE MECHANICS INSTITUTION
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2015

	2015		2014	
	£	£	£	£
Income				
Children's parties		285		90
Clerks office		3,350		3,350
Coffee mornings		830		784
Concessionary use		3,132		3,150
Council meetings		545		661
Dances and receptions		430		480
Library rent and service charges		5,926		5,926
Miscellaneous and other bookings		632		848
Regular bookings		8,881		9,056
		<hr/>		<hr/>
Total Income		24,011		24,345
 Expenditure				
Rent	108		108	
Rates	-		358	
Water rates	553		535	
Light and heat	3,026		2,876	
Repairs and renewals	1,580		2,172	
Trade refuse	349		337	
Health and safety	172		87	
General wages	13,603		14,286	
Accountancy	240		140	
Insurance	-		37	
Cleaning	257		356	
Postage	19		-	
Advertising	92		92	
Sundry expenses	160		149	
Subscriptions	30		36	
Trade literature	905		870	
		<hr/>		<hr/>
Total Expenditure		21,094		22,439
 Net Income		 2,917		 1,906
		<hr/> <hr/>		<hr/> <hr/>

WHALEY BRIDGE MECHANICS INSTITUTION
BALANCE SHEET AT 31 MARCH 2015

	Note	2015 £	£	2014 £	£
Current assets:					
Cash at bank		16,176		13,259	
		16,176		13,259	
Current liabilities:					
		-		-	
Net current assets		16,176		13,259	
		16,176		13,259	
General Reserve:					
At 1 April 2014		13,259		11,353	
Net income		2,917		1,906	
		16,176		13,259	
		16,176		13,259	

The above statement represents fairly the financial position of the authority as at 31st March 2014 and reflects its Income and Expenditure during the year.

Signed:
 Chairman * *
Mr Martin Thomas

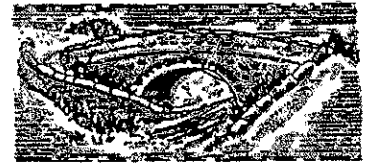
Date: *9th July 2015*

Signed:
 Responsible
 Financial
 Officer *S Raybould*

Date: *9th July 2015*

Stephanie Raybould
 Secretary to the Trustees

TOWN CLERK: MRS S. RAYBOULD
TELEPHONE: 01663 733068
E-MAIL: Whaleybridgetowncouncil@Supanet.com
COMMUNITY WEBSITE: www.whaleybridge.com



WHALEY BRIDGE
TOWN COUNCIL

Rebecca Phillips
Valuer – Property Division
Derbyshire County Council
Chatsworth Hall
Chesterfield Road
Matlock
Derbyshire DE4 3FW

MECHANICS INSTITUTE
MARKET STREET
WHALEY BRIDGE
HIGH PEAK
DERBYSHIRE
SK23 7AA

08 June 2015

Dear Rebecca

Re: Library Lease with Whaley Bridge Town Council for Basement in Mechanics Institute

I enclose a copy of the current lease we have with DCC for the basement in the Mechanics Institute, Market Street, Whaley Bridge which is used to provide the Whaley Bridge Library.

The lease was last extended in 2012 for two years and has now expired. The Town Council would like to renew this lease and review the terms. Over the past two years we have taken steps to improve the energy efficiency of this building (new double-glazed windows) so hope to maintain our energy costs at the current level.

The Mechanics Institute is run as a Registered Charity (the Town Council is the Trustee) and is therefore a not-for-profit organisation and the building is used to provide services for the local community including the library. The Town Council is aware that the library provides an important and essential resource for our community.

We would also like to request that DCC undertakes all the legalities, as before, in producing the new lease for signature as this charity has no legal department.

Many thanks for your assistance.

Yours sincerely

Mrs Stephanie Raybould
Town Clerk and Secretary to the Trustee

The logo for Quality Town Council features a large, bold, stylized letter 'Q' with a thick stroke. Below the 'Q', the words 'QUALITY TOWN COUNCIL' are written in a smaller, bold, sans-serif font, stacked on three lines.

Q
QUALITY
TOWN
COUNCIL

Mechanics Institute – Land Registry Issues

10th June 2015 – Telephone conversation with Alison Beckett (Cooper Sons Hartley & Williams)

Alison reported that she had not been able to persuade the Land Registry to fund the change required to the Mechanics Institute Registered Title to include the garage in the ownership of WBTC (as Trustee of Mechanics Institute).

The Land Registry requires a new application to register the garage area and this will cost £238:

Solicitor's time	165.00
VAT	33.00
Land Registry fee	40.00
	<hr/>
TOTAL	<u>£238.00</u>

This would then show the full registered title for the building, including the garage area, being WBTC but would still mean that Frederic Robinsons had the right to use the garage space in perpetuity. This is the area/space being re-negotiated for a new long-term lease for £2000 p.a. with Frederic Robinsons giving WBTC the right to use this space for the term of the new lease. Part of this area is already being used to provide the toilets for the Mechanics Institute and the current rent for this is £108 p.a. renewable annually. Following completion of the above, it would then be possible to apply for grants towards providing disabled access to the whole building.

Alison suggested that WBTC write to the Managing Director of Frederic Robinsons asking for the "space" to be given over to the charity (not leased) with associated free local publicity in their favour.

*** This matter should be discussed by the Trustee at their meeting on 9th July 2015 and their decision forwarded to Alison Beckett at Cooper Sons.**

Stephanie Raybould
Secretary to the Trustee
Mechanics Institute
10th June 2015

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