



Educational Foundation of Abigail Bailey & Ann Levett

Charity Registration Number 309769

Trustees' Annual Report 2020

This report meets the requirements of *Section 11 Charities (Accounts and Reports) Regulations 2005*, and provides information on how the Charity aims to meet the public benefit test in line with *Section 4 Charities Act 2006*.

Background

The Educational Foundation owns the properties known as Chelveston Village Hall and School House situated on Caldecott Road, Chelveston. The Trustees of the Foundation are required to use the charity's income firstly to maintain these properties in good repair and to provide/run a Village Hall for the Parish of Chelveston-cum-Caldecott. Any surplus income should then be used to support the education of young persons in the Parish. The Foundation derives all its income from rental received from School House, from hire fees received from the use of Chelveston Village Hall and from grants and investments.

Activities undertaken in 2020

2020 was dominated by the COVID-19 pandemic. The Village Hall closed completely in the second week of March when the Government imposed the first lockdown, and the Parish Council requisitioned the Hall to act as an emergency coordination centre.

The period of lockdown was used to undertake extensive re-decoration to ensure that the décor could be more easily cleaned on re-opening. We also installed several features to create a COVID secure venue.

High speed broadband was installed in the Village Hall. Although the running costs for this were zero for 2020, we still had to make some modifications to our network to take advantage of the service. The Wind Farm Trust has provided a grant of **£900** to assist with the network re-development, the second half of which will be completed in 2021.

After inspection, the Hall re-opened as a COVID secure venue in July, but only for educational activities. Social functions were not permitted. However, many of our regular hirers were unable to resume activities because their members were classed as vulnerable. The Hall closed again in November for the second lockdown. With the easing of the second lockdown in December, we re-opened once more. However, several classes decided not to resume until Spring 2021.

Accounts for 2020

As a result of the closures, the Hall hire income was 51% down on 2019 at **£6,274**. Although utilities and caretaker costs were proportionally lower, insurance costs were similar and maintenance costs were slightly higher than 2019 because of the re-decoration work. We also found that the costs of cleaning the venue increased significantly as the facilities had to be sanitised after every hire. We did not pass on these extra costs to the hirers. As a result, the Hall made an operating loss of **£2,164**.

The School House tenancy went very well during 2020, but there were some additional maintenance costs in the garden. Nevertheless, there was an operating surplus of **£7,656** for School House. The overall operating surplus for the Foundation was therefore **£5,491**.

In addition to the costs of re-decorating the Village Hall, we spent over **£3,100** on making the venue COVID secure. Fortunately, East Northamptonshire Council awarded all community venues a **£10,000** grant to help mitigate the impact of the COVID-19 pandemic.

With the net operating surplus and the balance of our grants, the Foundation's reserves increased by **£12,559** during 2020 and now stands at **£33,198**. The Trustees expect next year to be very difficult operationally, as the pandemic continues to have an impact on the types of functions that will be permitted. In addition, the tenancy of School House is likely to change in 2021 and it may be difficult to achieve the same rental income in the challenging economic climate. The Trustees are satisfied that the levels of reserves are appropriate given the likely challenges and the contingency needed to look after a heritage building exceeding £1,000,000 in value.

With grants received, our overall income exceeded the **£25,000** threshold, and have been independently examined.

Links to 2020 Receipts and Payments Register	
PDF Version	http://villagehall.chelveston.org.uk/finance/2020/2020-receipts-and-payments-register
Excel Version	http://villagehall.chelveston.org.uk/finance/2020/2020-receipts-and-payments-register.xlsx

Links to 2020 Accounts and Balance Sheet	
Excel Version	http://villagehall.chelveston.org.uk/finance/2020/2020-accounts-and-balance-sheet.xlsx

Issued on behalf of the Trustees



Adrian Dale, Clerk to the Trustees

Educational Foundation Abigail Bailey and Ann Levett
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 2020

INCOME	
Educational Foundation Investments	
Lloyds TSB 77-21-06 03744468	£0.00
Lloyds TSB 77-21-06 04217360	£0.00
Virgin Charity Deposit Interest	£5.30
PayPal Debit Card Rewards	£19.60
Foundation Investment Income	£24.90

School House Operations	
School House Rent	£12,000.00
School House Income	£12,000.00

Village Hall Related Income	
Village Hall Operating Income	
Hall hire	£6,274.00
Village Hall Related Income	£6,274.00

Grant income	
Windfarm Trust - Network enhancements	£900.00
East Northamptonshire Council - Covid-19	£10,000.00
Grant income	£10,900.00

Total Foundation Income	£29,198.90
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EXPENDITURE	
Educational Foundation Administration	
Administration & Banking charges	£65.72
Foundation Expenditure	£65.72

School House Expenditure	
School House Agency/Management Fees	£1,440.00
School House Building Insurance Premium	£1,003.60
School House Maintenance & Water Rates	£1,679.95
School House Caretaker Services	£220.89
School House Expenditure	£4,344.44

School House Operating Surplus	£7,655.56
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Village Hall Ongoing Operations	
Village Hall Running Costs	
Caretaker services	£1,452.20
Minor repairs and maintenance	£2,829.89
Utilities	£1,434.49
Village Hall insurance premium	£1,918.83
Supplies	£297.28
Pay Pal Fees	£96.80
Music Licences & ICO Registration	£338.68
Sub-total Village Hall Running Costs	£8,368.17

Village Hall Equipment Expenditure	
Minor items for kitchen and hall	£70.07
Sub-total Equipment Expenditure	£70.07

Village Hall Ongoing Operating Expenditure	£8,438.24
Village Hall Ongoing Operating Surplus	(£2,164.24)

Development Projects	
Network improvements	£685.22
Covid-19 preparations	£3,106.06
Development Project Expenditure	£3,791.28

Total Foundation Expenditure	£16,639.68
Total 2020 Income less expenditure	£12,559.22

**Educational Foundation Abigail Bailey and Ann Levett
BALANCE SHEET FOR THE YEAR ENDED 31st DECEMBER 2020**

Funds B/F as at 1st January 2020	
Foundation Cash Funds	
Lloyds TSB 77-21-06 03744468	£8,898.78
Virgin Charity Deposit	£1,077.62
Lloyds TSB 77-21-06 04217360	£8,383.93
PayPal	£2,278.37
Total Trustee Cash Funds B/F	£20,638.70
Foundation Debtors/Creditors	
Foundation Debtors/Creditors B/F	£0.00
2019 income less expenditure	
Investment income	£24.90
Grant income	£10,900.00
School House operating surplus	£7,655.56
Village Hall operating surplus	(£2,164.24)
Foundation Administration costs	(£65.72)
Re-development Project Costs	(£3,791.28)
Total 2019 income less expenditure	£12,559.22
Total Funds C/F as at 31st December 2020	£33,197.92

Funds C/F Represented by	
Foundation Cash Funds	
Lloyds TSB 77-21-06 03744468	£13,399.53
Virgin Charity Deposit	£1,082.92
Lloyds TSB 77-21-06 04217360	£18,926.22
PayPal	£1,104.17
Total Trustee Cash Funds C/F	£34,512.84
Foundation Debtors/Creditors	
Creditors	
EON	(£122.92)
Michael Farrow Ltd	(£312.00)
Debtors/2021 prepayments	
Charles Orlebar (January rent less charges)	(£880.00)
Foundation Debtors/Creditors C/F	(£1,314.92)
Total Funds C/F as at 31st December 2020	£33,197.92

MADE UP OF THE FOLLOWING RESERVES/LIABILITIES

Reserves B/F as at 1st January 2020	
Educational Foundation Reserves	
Restricted Reserves	
Educational Grant Fund	£3,000.00
Tractor replacement/repair reserve [2]	£750.00
Unrestricted Reserves	
Tenancy change reserve [1]	£2,000.00
VH Equipment Replacement Reserve [4]	£5,000.00
General Operating Reserves [3]	£9,888.70
Reserves B/F as at 1st January 2018	£20,638.70
2020 income less expenditure	
Investment income (less interest payments)	£24.90
Grant income	£10,900.00
School House operating surplus	£7,655.56
Village Hall operating surplus	(£2,164.24)
Foundation Administration costs	(£65.72)
Development Project Costs	(£3,791.28)
Total 2020 income less expenditure	£12,559.22
Reserves C/F as at 31st December 2020	£33,197.92

Reserves C/F as at 31st December 2020	
Educational Foundation Reserves C/F	
Restricted Reserves	
Educational Grant Fund	£3,000.00
Tractor replacement/repair reserve [2]	£900.00
Unrestricted Reserves	
Tenancy change reserve [1]	£2,000.00
VH Equipment Replacement Reserve [4]	£7,000.00
General Operating Reserves [3]	£20,297.92
Educational Foundation Reserves C/F	£33,197.92
Reserves C/F as at 31st December 2020	£33,197.92
2020 Change in Foundation Reserves	£12,559.22

Educational Foundation Abigail Bailey and Ann Levett

Non Financial Assets

Educational Foundation Permanent Endowment Assets

Item	Purchased	Notes	Value
School House	1864	0.07 Ha - Residential dwelling [6]	£ 460,000
Chelveston Village Hall	1864	0.08 Ha - Community building [6]	£ 708,000
Car park and amenity paddock	2011	0.18 Ha - Land price only [7]	£ 6,441

Village Hall Equipment Assets

Item	Purchased	Supplier	Cost
Large tables	01/10/2010	Topline Furniture	£ 1,355
Fridge Freezer	07/10/2012	Argos	£ 289
Urns, Kettles, Flask	07/12/2013	Amazon	£ 190
Small tables	30/07/2014	Topline Furniture	£ 421
Ladders	16/11/2014	BPS Access Solutions	£ 150
Screen and Projector	01/01/2015	Parish Council [8]	£ 2,500
Cooker	08/01/2015	John Lewis	£ 2,128
Dishwasher	08/01/2015	Industrial Warewashers	£ 1,554
Fire extinguishers	10/02/2015	Amazon	£ 120
Chairs	03/03/2015	Topline Furniture	£ 2,730
Wifi access point	10/02/2016	4GON	£ 185
Large tables	11/02/2016	Topline Furniture	£ 326
Small steps	26/02/2016	Solutions world	£ 55
BBQ	03/05/2016	Summer BBQ	£ 200
Security Shed	17/06/2016	Asgard	£ 1,804
John Deers X135R Tractor	17/06/2016	Peterborough Grass Machinery	£ 2,800
Stihl Strimmer	17/06/2016	Peterborough Grass Machinery	£ 290
Exercise Barres	23/01/2017	The Barre	£ 340
Security Camera	26/01/2017	Lidl	£ 60
Micro SD card	26/01/2017	Maplin	£ 25
Lawnmower	23/03/2017	Screwfix	£ 250
Floor Cleaner	21/07/2017	Karcher Centre	£ 199
PAT Testing Kit	10/10/2017	First Stop Safety	£ 301
DSAV	14/04/2018	Sound system	£ 7,000
Mobile phones	14/04/2018	O2 shop	£ 44
Toolkit	21/05/2018	Tesco	£ 15
Dance Floor	15/02/2018	LeMerk Flooring	£ 400
Wireless Presentation System	11/04/2019	Parish Council [9]	£ 992
Misc Kitchenware	Various	Various	£ 430
Wireless access point	02/03/2020	4GON	£ 265
Router	03/02/2020	Amazon	£ 185
Hand sanitiser stations	28/05/2020	Glebe Healthcare	£ 520
Dance Floor	09/07/2020	Le Merk	£ 435

Equipment Assets Value **£ 28,558**

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NOTES TO ACCOUNTS

- [1] Tenancy change reserve provides for redecorating/repairs before new tenants (2 months rent per annum)
- [2] Tractor repair and replacement reserve provides for long term major repairs or replacement of the tractor at the end of its life
- [3] General Operating Reserve provides working capital for Village Hall and School House operations
- [4] VH Equipment Replacement Reserve provides for replacement of major equipment - now out of warranty
- [6] This valuation is the building re-instatement value in November 2017. Land value not included.
- [7] Land value represents discounted 2011 purchase price. Funds originated from sale of endowment lands in Hargrave in 1908.
- [8] The screen and projector were donated by the Parish Council to the Hall in 2019
- [9] The Parish Council purchased the system and gifted it to the Hall in April 2020