



# Educational Foundation of Abigail Bailey & Ann Levett

Charity Registration Number 309769

## **Trustees' Annual Report 2021**

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 combined Educational Institute and Village Hall for the Parish of Chelveston-cum-Caldecott and surrounding environs. 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 2021**

2021 was again dominated by the COVID-19 pandemic. The Village Hall was completely closed from 1<sup>st</sup> January until 12<sup>th</sup> April 2021 as a result of the Government imposed restrictions. The period of closure gave us the opportunity to complete the network refurbishment which started in 2020.

A few classes resumed during April, May and June but the majority of classes did not restart until September. Social functions were legally permitted from 19<sup>th</sup> July, but our COVID risk assessment identified that the natural ventilation of the Hall was not sufficient for large numbers of people to congregate. Detailed measurements of the air quality were undertaken and two commercial air scrubbers were purchased to improve the safety of occupants. Further work will be needed to improve ventilation before large social functions can safely resume.

The School House tenancy became vacant during April and the opportunity was taken to install an electric vehicle (EV) charger to improve the attractiveness of the property, allowing it to be re-let on significantly improved terms.

Maintenance continued on the buildings. Storm damage required the re-flashing of the School House chimney. The Village Hall also sustained damage when its power line was pulled down by a neighbour felling a tree. A cluster fly infestation in the Village Hall required attention necessitating the removal of some ceiling panels. This has revealed the original Victorian vaulted roof. The ventilation project will explore how this can be restored.

### **Accounts for 2021**

As a result of the closures, the Hall hire income was 61% down on 2019 at **£5,077**, a further 10% fall from the 2020 figure. Waves 2, 3 and 4 of the pandemic were actually worse for community venues like ours with older users being reluctant to return.

Caretaker costs were higher than previous years as additional support was taken on to accommodate the changing personal circumstances of the Clerk who had previously covered half of the weekend shifts at no charge. Additional caretaker support added £1,076 to operating costs. Operating losses for the Village Hall were therefore **£5,208** (this does include £1,013 outlay for the damage to the Village Hall caused when the power line was brought down. Some of this will be recovered from insurance in 2022).

The School House tenancy worked very well during 2021, with an increase in the overall rental income being achieved in spite of the tenancy change. Management and maintenance costs were higher than in previous years and so the School House operating surplus was reduced to **£4,661**.

Extensive project work was undertaken during the closure period:

- Village Hall network refurbishment (£699)
- Village Hall air quality monitoring and management (£510)
- Village Hall air scrubbers (£6,838)
- School House EV Charger (£1,361)

The Village Hall network refurbishment had already benefited from a 2020 grant and the air quality work was paid for using a COVID-19 recovery grant from East Northamptonshire Council (ENC). Our operational losses for the Village Hall were financed by a COVID-19 recovery grant from North Northamptonshire Council, the successor to ENC.

Even with a net operating loss, the COVID-19 recovery grants allowed the Foundation's reserves to increase by **£6,347** during 2021. They now stand at **£39,545**. The Trustees again 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. However, the Trustees are satisfied that the levels of reserves are appropriate. The importance of good liquid reserves was underlined by our response to the damage caused when the Village Hall power line was pulled down. After discussions with the insurance company, we were able to appoint (and pay for) scaffolding to be erected quickly to inspect the damage in detail. We have also been able to appoint our local stone mason to undertake repairs, rather than wait for the insurance company to run a tender process. This has simplified the administration of our claim and ultimately will save the insurance company money. They approved the estimates very quickly and agreed to pay our claim once the works are completed. With assistance from the insurance company, we will then seek recovery of our excess from the householder who caused the damage,

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

<b>Links to 2021 Receipts and Payments Register</b>	
PDF Version	<a href="http://villagehall.chelveston.org.uk/finance/2021/2021-receipts-and-payments-register">http://villagehall.chelveston.org.uk/finance/2021/2021-receipts-and-payments-register</a>
Excel Version	<a href="http://villagehall.chelveston.org.uk/finance/2021/2021-receipts-and-payments-register.xlsx">http://villagehall.chelveston.org.uk/finance/2021/2021-receipts-and-payments-register.xlsx</a>

<b>Links to 2021 Accounts and Balance Sheet</b>	
Excel Version	<a href="http://villagehall.chelveston.org.uk/finance/2021/2021-accounts-and-balance-sheet.xlsx">http://villagehall.chelveston.org.uk/finance/2021/2021-accounts-and-balance-sheet.xlsx</a>

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 2021**

INCOME	
<b>Educational Foundation Investments</b>	
Lloyds TSB 77-21-06 03744468	£0.00
Lloyds TSB 77-21-06 04217360	£0.00
Virgin Charity Deposit Interest	£1.44
Cash back Rewards(Amazon/PayPal)	£31.12
<b>Foundation Investment Income</b>	<b>£32.56</b>

School House Operations	
School House Rent	£12,600.00
<b>School House Income</b>	<b>£12,600.00</b>

Village Hall Related Income	
<b>Village Hall Operating Income</b>	
Hall hire	£5,077.23
<b>Village Hall Related Income</b>	<b>£5,077.23</b>

Grant income	
East Northamptonshire Council - Covid-19	£8,333.21
North Northamptonshire Council - Covid-19	£8,000.00
<b>Grant income</b>	<b>£16,333.21</b>

<b>Total Foundation Income</b>	<b>£34,043.00</b>
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EXPENDITURE	
<b>Educational Foundation Administration</b>	
Administration & Banking charges	£63.92
<b>Foundation Expenditure</b>	<b>£63.92</b>

School House Expenditure	
School House Agency/Management Fees	£2,391.00
School House Building Insurance Premium	£1,129.89
School House Maintenance & Water Rates	£3,844.45
School House Caretaker Services	£573.18
<b>School House Expenditure</b>	<b>£7,938.52</b>

<b>School House Operating Surplus</b>	<b>£4,661.48</b>
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Village Hall Ongoing Operations	
<b>Village Hall Running Costs</b>	
Caretaker services	£2,878.04
Minor repairs and maintenance	£2,969.20
Utilities	£1,831.27
Village Hall insurance premium	£1,947.91
Supplies	£399.72
Pay Pal Fees	£70.45
Music Licences & ICO Registration [10]	£40.00
<b>Sub-total Village Hall Running Costs</b>	<b>£10,136.59</b>

Village Hall Equipment Expenditure	
New table	£103.19
Other misc equipment	£45.44
<b>Sub-total Equipment Expenditure</b>	<b>£148.63</b>

<b>Village Hall Ongoing Operating Expenditure</b>	<b>£10,285.22</b>
<b>Village Hall Ongoing Operating Surplus</b>	<b>(£5,207.99)</b>

Development Projects	
Air Quality Monitor (COVID-19)	£448.20
Air cleaners (COVID-19)	£6,837.72
Fans (COVID-19)	£62.18
Network improvements	£699.18
School House EV Charger	£1,360.80
<b>Development Project Expenditure</b>	<b>£9,408.08</b>

<b>Total Foundation Expenditure</b>	<b>£27,695.74</b>
<b>Total 2021 Income less expenditure</b>	<b>£6,347.26</b>

**Educational Foundation Abigail Bailey and Ann Levett  
BALANCE SHEET FOR THE YEAR ENDED 31st DECEMBER 2021**

Funds B/F as at 1st January 2021	
<b>Foundation Cash Funds</b>	
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
<b>Total Trustee Cash Funds B/F</b>	<b>£34,512.84</b>
<b>Foundation Debtors/Creditors</b>	
<b>Creditors</b>	
EON	(£122.92)
Michael Farrow Ltd	(£312.00)
<b>Debtors/2021 prepayments</b>	
<a href="#">Charles Orlebar (January rent less charges)</a>	(£880.00)
<b>Foundation Debtors/Creditors B/F</b>	<b>(£1,314.92)</b>
<b>2021 income less expenditure</b>	
Investment income	£32.56
Grant income	£16,333.21
School House operating surplus	£4,661.48
Village Hall operating surplus	(£5,207.99)
Foundation Administration costs	(£63.92)
Re-development Project Costs	(£9,408.08)
<b>Total 2021 income less expenditure</b>	<b>£6,347.26</b>
<b>Total Funds C/F as at 31st December 2021</b>	<b>£39,545.18</b>

Funds C/F Represented by	
<b>Foundation Cash Funds</b>	
Lloyds TSB 77-21-06 03744468	£36,070.49
Virgin Charity Deposit	£1,084.36
Lloyds TSB 77-21-06 04217360	£3,408.73
PayPal	£633.60
<b>Total Trustee Cash Funds C/F</b>	<b>£41,197.18</b>
<b>Foundation Debtors/Creditors</b>	
<b>Creditors</b>	
<a href="#">Secure-Edge Scaffolding</a>	(£936.00)
<b>Debtors/2022 prepayments</b>	
<a href="#">Ruby's Ballet Academy (Invoice 2021-033)</a>	£340.00
<a href="#">Charles Orlebar (January rent less charges)</a>	(£1,056.00)
<b>Foundation Debtors/Creditors C/F</b>	<b>(£1,652.00)</b>
<b>Total Funds C/F as at 31st December 2021</b>	<b>£39,545.18</b>

**MADE UP OF THE FOLLOWING RESERVES/LIABILITIES**

Reserves B/F as at 1st January 2021	
<b>Educational Foundation Reserves</b>	
<b>Restricted Reserves</b>	
Educational Grant Fund	£3,000.00
Tractor replacement/repair reserve [2]	£900.00
<b>Unrestricted Reserves</b>	
Tenancy change reserve [1]	£2,000.00
VH Equipment Replacement Reserve [4]	£7,000.00
General Operating Reserves [3]	£20,297.92
<b>Reserves B/F as at 1st January 2021</b>	<b>£33,197.92</b>
<b>2021 income less expenditure</b>	
Investment income (less interest payments)	£32.56
Grant income	£16,333.21
School House operating surplus	£4,661.48
Village Hall operating surplus	(£5,207.99)
Foundation Administration costs	(£63.92)
Development Project Costs	(£9,408.08)
<b>Total 2021 income less expenditure</b>	<b>£6,347.26</b>
<b>Reserves C/F as at 31st December 2021</b>	<b>£39,545.18</b>

Reserves C/F as at 31st December 2021	
<b>Educational Foundation Reserves C/F</b>	
<b>Restricted Reserves</b>	
Educational Grant Fund	£3,000.00
Tractor replacement/repair reserve [2]	£1,050.00
<b>Unrestricted Reserves</b>	
Tenancy change reserve [1]	£2,400.00
VH Equipment Replacement Reserve [4]	£10,000.00
General Operating Reserves [3]	£23,095.18
<b>Educational Foundation Reserves C/F</b>	<b>£39,545.18</b>
<b>Reserves C/F as at 31st December 2021</b>	<b>£39,545.18</b>
<b>2021 Change in Foundation Reserves</b>	<b>£6,347.26</b>

# 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]	£ 660,285
Chelveston Village Hall	1864	0.08 Ha - Community building [6]	£ 814,000
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
Dehumidifer	02/11/2014	Amazon	£ 220
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
PA System	26/05/2017	Parish Council	£ 450
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
Insect killer	16/03/2018	Screwfix	£ 56
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
Uninterruptable power supply	01/01/2019	Amazon	£ 85
Bluetooth receivers	05/03/2019	Amazon	£ 72
Wireless Presentation System	11/04/2019	Parish Council [9]	£ 992
Misc Kitchenware	Various	Various	£ 430
Security Camera	21/01/2022	Halfords	£ 100
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
Microphones and stands	02/02/2021	Parish Council	£ 608
Network Equipment	01/04/2021	Various	£ 690
Air Quality Monitor	09/07/2021	Tester.co.uk	£ 450
Purge fans	10/09/2021	Screwfix	£ 72
Trailing 4 gang extension lead	15/10/2021	Screwfix	£ 11
Fan heater	29/11/2021	Wickes	£ 16
Air Scrubbers	01/12/2021	Reaction Group	£ 6,900
Rectangular table	08/12/2021	Viking	£ 104

**Equipment Assets Value** **£ 38,332**

# Educational Foundation Abigail Bailey and Ann Levett

## 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 2021. 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
- [10] Music licences from PPL/PRS are currently in dispute for 2021 - maximum liability is £110.00