



# Educational Foundation of Abigail Bailey & Ann Levett

Charity Registration Number 309769

## **Trustees' Annual Report 2022**

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 and Charitable Activities**

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.

The Foundation encourages and supports educational classes and meetings by subsidising the hire fees for all such events, especially those for young people. Private functions are charged at a modest surplus to fund future small equipment purchases.

### **Activities undertaken in 2022**

2022 was a year of recovery with most (but not all) classes and meetings restarting after pandemic restrictions were lifted. However, the Ballet Academy did not return to Saturday morning use and had one less morning session a week. The Pilates class did not restart. We were still not able to accommodate large functions because of inadequate ventilation. However, family parties up to 50 people were permitted provided that a ventilation plan was agreed. Overall, hall usage was 24% down on pre-pandemic levels.

The School House tenancy became vacant again during April and the opportunity was taken to undertake redecoration and recarpeting as it was five years since the last refurbishment. Further storm damage was sustained on one of the School House Chimneys. This was repaired and new chimney pots were installed. The other chimney will need work once funds permit.

A survey of the Village Hall building was undertaken to provide detailed drawings for the potential refurbishment of the ceilings. An application has been made for grant funding from the Queen's Platinum Jubilee Fund for Village Halls.

A significant enhancement has been made to the sound system to allow all Parish Councillors to have individual microphones. This simplifies the process of setting up Council meetings.

### **Accounts for 2022**

Village Hall hire fees were £11,135, ahead of budget but down from £12,927 in 2019. The 24% decrease in hired hours was slightly offset by increased rates for 2022. This increase had been scheduled for June 2020 but was delayed by the pandemic. There was a small operating surplus of £700 for the Village Hall reflecting the inflationary pressures during 2022. This surplus was well ahead of budget as hire fees were £1,100 higher than expected and the purchases of supplies and equipment were lower than budgeted.

All the costs of the December 2021 power line incident were recovered after legal action was taken.

The School House redecoration and recarpeting cost £3,800 and the tenancy change cost £1,000 plus 10 weeks lost rent. The chimney repairs cost £4,000 of which £3,700 was covered by insurance. Overall this additional expenditure reduced the operating surplus for School House to £2,552.

Reserves for the year increased by **£1,742**. This is slightly less than the budgeted increase of **£2,400**, reflecting the additional School House expenditure.

Reserves now stand at **£41,286**. The importance of reserves was underlined by the exceptional repair and renewal expenditure of the last two years on both School House and the Village Hall. The tenancy change reserve of £2,400 was clearly insufficient for this and has been increased to £4,800 for the future.

General operating reserves stand at **£22,286**. There are three major projects which are likely to be required in the next five years:

1. Repairs to the chimney at School House – likely to be in the region of £6,500
2. Internal wall insulation of School House – likely to be in the region of £10,000
3. Insulation of the Village Hall – likely to be in the region of £25,000-£35,000

Grant funding will be necessary to achieve the insulation work but the chimney repairs will need to be paid for from the general reserve.

The Trustees again expect next year to be very difficult operationally, with the energy crisis forcing a 50% increase in hire rates. This may impact on the overall level of use, with a knock on effect on the Village Hall operating surplus.

Our overall income did not exceed the **£25,000** threshold, and so our accounts have not been independently examined. However full details are available below to allow any member of the public to undertake their own examination.

<b>Links to 2022 Receipts and Payments Register</b>	
PDF Version	<a href="https://villagehall.chelveston.org.uk/finance/2022/2022-receipts-and-payments-register">https://villagehall.chelveston.org.uk/finance/2022/2022-receipts-and-payments-register</a>
Excel Version	<a href="https://villagehall.chelveston.org.uk/finance/2022/2022-receipts-and-payments-register.xlsx">https://villagehall.chelveston.org.uk/finance/2022/2022-receipts-and-payments-register.xlsx</a>

<b>Links to 2022 Accounts and Balance Sheet</b>	
Excel Version	<a href="https://villagehall.chelveston.org.uk/finance/2022/2022-accounts-and-balance-sheet.xlsx">https://villagehall.chelveston.org.uk/finance/2022/2022-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 2022

INCOME	
<b>Educational Foundation Investments</b>	
Redwood Bank	£215.22
Virgin Charity Deposit Interest	£2.95
Cash back Rewards(Amazon/PayPal)	£22.59
<b>Foundation Investment Income</b>	<b>£240.76</b>

School House Operations	
School House Rent	£11,584.00
<b>School House Income</b>	<b>£11,584.00</b>

Village Hall Related Income	
<b>Village Hall Operating Income</b>	
Hall hire	£11,134.65
<b>Village Hall Related Income</b>	<b>£11,134.65</b>

Grant income	
Amazon Smile	£12.22
<b>Grant income</b>	<b>£12.22</b>

<b>Total Foundation Income</b>	<b>£22,971.63</b>
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EXPENDITURE	
<b>Educational Foundation Administration</b>	
Administration & Banking charges	£80.40
<b>Foundation Expenditure</b>	<b>£80.40</b>

School House Expenditure	
School House Agency/Management Fees	£1,879.00
School House Building Insurance Premium	£1,183.14
School House Maintenance & Water Rates	£5,651.70
School House Caretaker Services	£318.50
<b>School House Expenditure</b>	<b>£9,032.34</b>

<b>School House Operating Surplus</b>	<b>£2,551.66</b>
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Village Hall Ongoing Operations	
<b>Village Hall Running Costs</b>	
Village Hall insurance premium	£2,431.74
Caretaker services	£3,016.44
Supplies	£440.46
Village Hall Utilities	£2,197.68
ICO Registration	£35.00
Minor repairs and maintenance	£2,033.99
Pay Pal Fees	£184.83
<b>Sub-total Village Hall Running Costs</b>	<b>£10,340.14</b>

Village Hall Equipment Expenditure	
Purge fan	£35.99
Timer sockets	£44.40
Work light	£13.99
<b>Sub-total Equipment Expenditure</b>	<b>£94.38</b>

<b>Village Hall Ongoing Operating Expenditure</b>	<b>£10,434.52</b>
<b>Village Hall Ongoing Operating Surplus</b>	<b>£700.13</b>

Development Projects	
Civic Flagpole installation	£281.06
Building survey	£1,122.00
Sound system enhancements	£279.62
<b>Development Project Expenditure</b>	<b>£1,682.68</b>

<b>Total Foundation Expenditure</b>	<b>£21,229.94</b>
<b>Total 2022 Income less expenditure</b>	<b>£1,741.69</b>

## Educational Foundation Abigail Bailey and Ann Levett BALANCE SHEET FOR THE YEAR ENDED 31st DECEMBER 2022

Funds B/F as at 1st January 2022	
<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 B/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 B/F</b>	<b>(£1,652.00)</b>
<b>2022 income less expenditure</b>	
Investment income	£240.76
Grant income	£12.22
School House operating surplus	£2,551.66
Village Hall operating surplus	£700.13
Foundation Administration costs	(£80.40)
Re-development Project Costs	(£1,682.68)
<b>Total 2022 income less expenditure</b>	<b>£1,741.69</b>
<b>Total Funds C/F as at 31st December 2022</b>	<b>£41,286.87</b>

Funds C/F Represented by	
<b>Foundation Cash Funds</b>	
UnityTrust 60-83-01-20460617	£19,978.69
Redwood-60-83-83-80097691	£20,215.22
PayPal	£1,092.96
<b>Total Trustee Cash Funds C/F</b>	<b>£41,286.87</b>
<b>Foundation Debtors/Creditors</b>	
<b>Foundation Debtors/Creditors C/F</b>	<b>£0.00</b>

<b>Total Funds C/F as at 31st December 2022</b>	<b>£41,286.87</b>
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### MADE UP OF THE FOLLOWING RESERVES/LIABILITIES

Reserves B/F as at 1st January 2022	
<b>Educational Foundation Reserves</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>Reserves B/F as at 1st January 2022</b>	<b>£39,545.18</b>
<b>2021 income less expenditure</b>	
Investment income (less interest payments)	£240.76
Grant income	£12.22
School House operating surplus	£2,551.66
Village Hall operating surplus	£700.13
Foundation Administration costs	(£80.40)
Development Project Costs	(£1,682.68)
<b>Total 2021 income less expenditure</b>	<b>£1,741.69</b>
<b>Reserves C/F as at 31st December 2022</b>	<b>£41,286.87</b>

Reserves C/F as at 31st December 2022	
<b>Educational Foundation Reserves C/F</b>	
<b>Restricted Reserves</b>	
Educational Grant Fund	£3,000.00
Tractor replacement/repair reserve [2]	£1,200.00
<b>Unrestricted Reserves</b>	
Tenancy change reserve [1]	£4,800.00
VH Equipment Replacement Reserve [4]	£10,000.00
General Operating Reserves [3]	£22,286.87
<b>Educational Foundation Reserves C/F</b>	<b>£41,286.87</b>
<b>Reserves C/F as at 31st December 2022</b>	<b>£41,286.87</b>
<b>2022 Change in Foundation Reserves</b>	<b>£1,741.69</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 Deere 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	LeMerk Flooring	£ 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
Purge fans	05/05/2022	Screwfix	£ 36
Work light	14/04/2022	Screwfix	£ 14
Timer sockets	29/09/2022	CPC Farnell	£ 44

**Equipment Assets Value**

**£ 38,427**

# **Educational Foundation Abigail Bailey and Ann Levett**

## **NOTES TO ACCOUNTS**

- [1] Tenancy change reserve provides for redecorating/repairs before new tenants (4 months rent)
- [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