



Chelveston Village Hall

Charity Registration Number 266486

Notice of an Extra-ordinary Public Meeting To discuss the winding-up of the Charity

The Trustees of the Chelveston Village Hall Association give notice that an extra-ordinary public meeting of the Charity will take place as part of the Annual Parish Assembly of the Village on **Monday 10th May 2010 at 7:30pm in the Village Hall**. All residents of the Village are asked to attend and all residents aged 18 and over will be entitled to vote on the business of the meeting. This will be an important meeting as the Trustees no longer believe that the Charity is a going concern and propose that it be formally wound up.

Since 1977 the Trustees of the Chelveston Village Hall Association have been responsible for the running of the Village Hall in the buildings of the old Chelveston School leased from another Village charity (known as the School Trustees) that owns the building. The lease was a "non-repairing" lease and the rent was used by the owners of the building to keep it in good repair. Unfortunately, the rent paid since 1977 has not been enough to pay for the necessary repairs and the Charity that owns the building has made a loss of over £13,000 so far. This level of losses cannot continue.

Although the lease on the School expired in 2005, the Village Hall Association has continued to use the building under an temporary informal arrangement whilst negotiations continued. It is now clear that the Village Hall Association will not financially be in a position to take out a new lease at a realistic annual rent that will pay for the upkeep of the building.

AGENDA

1. **Introduction – the Clerk to the Trustees**
2. **To receive and approve:**
 - a. The accounts for year ending 31st July 2009
 - b. The Trustee's Annual Report 2009
3. **To resolve:** That the Chelveston Village Hall Association be formally wound up as a charity and that its assets be transferred on trust to the *Educational Foundation of Abigail Bailey and Ann Levett* for the purpose of redeveloping and running a Village Hall and Educational Institute facility for the benefit of the inhabitants of the Parish of Chelveston-cum-Caldecott, as provided for in clause 18 of the Trust Deed.
4. **To accept:** The resignation of the existing Chelveston Village Hall Association Trustees as provided for in clause 2.6 of the Trust Deed (effective from the end of the meeting).
5. **To appoint:** The Trustees of the Educational Foundation as Trustees of the Association to manage the winding up of the Charity and the transfer of the assets (effective from the end of the meeting).
6. **To appoint:** A new non-trustee committee to advise the trustees on the re-development of the Village Hall facility and to manage its ongoing activity during the re-development.

Issued on behalf of the Trustees

Cllr Adrian Dale
Clerk to the Trustees



Chelveston Village Hall

Charity Registration Number 266486

Trustees' Annual Report 2009

This Trustee Annual 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 charity known as the Chelveston Village Hall Association was formed in 1977 with the sole purpose of setting up and providing a Village Hall facility for the inhabitants of Chelveston-cum-Caldecott. This charity replaced the Chelveston Village Institute charity which was wound up when its building (on part of the JST site) collapsed under snow in 1970.

The Chelveston Village Hall Association was formed to take ownership of a 28 year lease granted by the Educational Foundation of Abigail Bailey and Ann Levett of the old Chelveston School rooms. The Educational Foundation is a very old Village charity (1796) which endowed and ran the original Chelveston School. The Foundation owns the properties known as Chelveston School 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 then to apply any surpluses to support the education of young persons in the Parish.

The Foundation derives all its income from rental received from School House, from a peppercorn rental received from the Chelveston Village Hall Association and from investments. The Chelveston Village Hall Association derives its operating income from hire fees for the Village Hall and equipment.

Accounts of the Chelveston Village Hall Association for 2009

The accounts shown below show a nominal total income of £1,882.07, a slight increase on the previous year. Outgoings were formally £2,454.60 although over £1,000 of these remained unpaid at the point the accounts were drawn up. The Chelveston Village Hall Association therefore made a loss of £572.43 for the year. This was the third year in a row that the Association had made a loss. The losses are increasing as fuel bills are rising.

The year end balance of creditors, cash and investments was £5,240.37.

Activities undertaken by the Charity in 2009

For various reasons, the Trustee's of the Charity have not been active in the management of the charity in recent years and therefore have not formally fulfilled their duties defined in the Trust Deed under which the Charity operates. They did not meet as a Trustee body or management committee during 2008 or 2009. They did, however, do an excellent job in 2007 in redecorating the Village Hall internally in readiness for the American Memorial unveiling that year.

A number of regular hirers have continued to use the Village Hall during 2009 – the University of the Third Age, Nene Valley Astronomers, Group 74, Chelveston Free Spirits, Chelveston WI. These are all adult educational/leisure groups. In addition, the hall continues to be used by the Parish Council for all Village meetings and is used regularly by individuals for private functions.

Even without an active Trustee Body, the Village Hall has continued to run on a day to day basis and delivers a public benefit in doing so. The smooth running of the ongoing operations is largely due to the efforts of Michael and Christine Foulger. They have managed bookings and handled administration. They have also provided all supplies and cleaning materials from their own pockets. With Michael's recent illness this situation cannot continue and the Chair of the Parish Council was asked by the Trustee Body to find a way forward to maintain this important amenity in the Village.

The historical problems

Unfortunately, the Chelveston Village Hall Association failed to renew its lease on the Chelveston School in 2005 when the original lease ran out. Consequently it has been operating outside the terms of its 1977 Trust Deed and legally no longer has premises in which to operate. However, the Trustees of the Educational Foundation have allowed informal continued use of the Chelveston School since 2005 whilst the situation was being resolved.

Under the terms of their Trust Deed, the Trustees of the Educational Foundation are required to maintain the Chelveston School Building using the rent received from the Village Hall Association. The rent started at £35/annum in 1977 and rose to £300/annum in 1991 where it has remained since. The ongoing maintenance of the School over the years has cost the Educational Foundation at least £20,000 to date. However, the lease has generated only £6,490 since 1977. The Foundation therefore lost over £13,000 on the lease over its lifetime. These losses are clearly unsustainable for the Foundation, and unfortunately there is considerable maintenance and refurbishment work still to be done on the School roof, guttering and rear walls. The Foundation needs to generate more income from the Chelveston School to pay for this. It is not allowed under charity law to continue to make losses in this way.

One answer might be to increase the annual rental paid by the Chelveston Village Hall Association to the Educational Foundation. However, rent would need to rise to a commercial level of more than £2,500 per annum in order to cover projected maintenance costs. The already loss making Village Hall Association simply could not pay this level of rent.

Furthermore, the kitchen and toilet facilities of the Village Hall no longer meet current regulations and will need modernising if the premises are to continue in use as a public venue. To add a complication, these facilities are technically owned by the Chelveston Village Hall Association (built on land loaned by the Foundation). Unfortunately, the Village Hall Association cannot afford to modernise these facilities and cannot apply for grants to do so as formally it no longer has the main premises in which to operate.

In short the situation is a complex mess – something the Trustees of both Charities have been increasingly aware of for many years. Many attempts have been made to resolve this complexity over the years but legal or administrative problems always got in the way. It has always been easier to leave arrangements unchanged. The Village Hall Association has continued to operate informally in the School and Foundation was prepared to continue making a loss on the building. However, the management of charities is much more tightly regulated now and their activities must be much more transparent and be publicly reported. The problems of the Chelveston Village Hall Association cannot be ignored any longer and the Educational Foundation cannot continue to make a loss on its assets.

The way forward

The Trustees of the Educational Foundation have agreed that they will petition the Charity Commission for formal permission to run a combined Village Hall/Educational Institute in the Chelveston School rooms. This would be done as part of the Foundation's own objectives and not through another charity as currently happens. This will reduce the current complexity and uncertainty of having two committees involved in running the facility.

If permission is granted, the Trustees of the Foundation will then use part of their reserves to undertake an extension and modernisation of the Village Hall to create an attractive well equipped facility which will attract more bookings from local educational and leisure groups. Facilities could include improved meeting spaces, new kitchen and toilet facilities, better parking and a broadband network. The new facility would be run by a new management committee drawn from around the Village. The Trustees have already engaged an architect to explore possible designs.

The existing Trustees of the Chelveston Village Hall Association have decided that they are no longer able to run the charity as a going concern and plan to petition the Charity Commission for the charity to be formally wound up. They propose transferring all their assets (cash, fixtures and the kitchen/toilet block) over to the Educational Foundation to help with the redevelopment of the Village Hall.

These actions requires a winding-up motion to be approved at a public meeting in the Village to which all inhabitants over 18 years old are invited. This motion will be proposed at the **Annual Parish Assembly in the Village Hall on 10th May 2010 at 7:30pm**. The Trustees of the Educational Foundation will exhibit and explain their proposals for an improved facility at that meeting to help the Village in making their decision.

The existing Trustees of the Chelveston Village Hall Association will all resign at the Annual Parish Assembly after proposing replacement Trustees who will run the Charity during the winding up period.

Issued on behalf of the Trustees



Clr Adrian Dale
Clerk to the Trustees

CHELVESTON VILLAGE HALL ASSOCIATION – Charity 266486

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st JULY 2009

INCOME		EXPENDITURE	
Hall Lettings	£1,721.30	Rent	£300.00
Equipment Hire	£45.00	Insurance	£704.16
		Gas	£330.00
Carol Evening takings	£104.02	Electricity	£679.00
		Water	£65.79
		Fees/Licences/Subscriptions	£40.00
		Repairs / Maintenance	£210.80
		Performing Rights Licence	£44.85
		Salvation Army - Donation	£80.00
Interest			
Cheque Account	£1.96	Total Expenditure	£2,454.60
Flex. Savings Account	£0.56		
60 Day Notice Account	£9.23		
		Loss for the year	-£572.53
TOTAL	£1,882.07	TOTAL	£1,882.07

Unpaid in year
Unpaid in year
Unpaid in year

BALANCE SHEET FOR THE YEAR ENDED 31st July 2009

Balances At End Of Year 31 st July 2008		Balances At End Of Year 31 st July 2009	
Current (Cheque) Account	£1,847.54	Current (Cheque) Account	£2,401.38
Flexible Savings Account	£373.42	Flexible Savings Account	£373.98
60 Day Notice Account	£5,163.66	60 Day Notice Account	£5,172.89
Cash in hand	£92.00		
Creditors		Creditors	
School Trustees Insurance	-£1,363.72	School Trustees Insurance	-£2,067.88
School Trustees Rent	-£300.00	School Trustees Rent	-£600.00
		NACRE - Subscription	-£40.00
Excess of Income over Expenditure	-£572.53		
TOTAL	£5,240.37	TOTAL	£5,240.37

Banked this year

Notes

The School Trustees are the Trustees of the Educational Foundation of Abigail Bailey and Ann Levett. They pay the annual buildings insurance premiums for the Village Hall as part of their overall policy for the property. These premiums should then be reimbursed by the Chelveston Village Hall Association. In the years 2007-2009 no premiums were reimbursed by the Village Hall Association because of cash flow problems. They remain as outstanding debts to be repaid in 2010 when monies become available.

Since 31st July 2009, the financial situation has deteriorated still further and the Trust now has cash assets of just £4,729.98.



Chelveston Village Hall

Charity Registration Number 266486

Minutes of the extra-ordinary meeting of Chelveston Village Hall Association on Wednesday, 10th May 2010 at 7.30.pm. in Chelveston Village Hall.

Present:

Association Trustees: Mrs Christine Foulger; Mrs Jean Izzard; Mrs Wendy Williams;
Foundation Trustees: Mrs Penny Hughes, Mr Michael Smith, Mr Arthur Wright
Acting Clerk to Trustees: Cllr Adrian Dale
Clerk to Parish Council: Mr Mark Hunter
28 members of the electorate

Apologies:

Association Trustees: Cllr Michael Foulger, Mr Patrick Logue, Mrs Jo Mould; Cllr Patricia Mommersteeg
Foundation Trustees: Rev Grant Brockhouse, Mr Noel Morris, Mr Pieter Mommersteeg

Purpose of the meeting:

This meeting was called to report on the state of the charity to the Village and to propose a formal winding up of the charity and the handing over of its assets and responsibilities to the Trustees of the Educational Foundation of Abigail Bailey and Ann Levett.

Introduction:

The Acting Clerk Cllr Adrian Dale explained the background to the meeting and the history of the charity. He focused on the successes in the past and the current difficulties in acquiring a lease at a rate that can be afforded by the Association. He explained that the Charity had been losing money in recent years as hiring revenues fell below the costs of rent, insurance and utility bills. He also pointed out that the venue was badly in need of modernisation to meet current hygiene and accessibility regulations. The charity in its present form would be unable to apply for grants to do this. It has no leasehold property and its only freehold property was the pre-fabricated kitchen which is essentially worthless as the charity does not own the land on which it is built.

Agreement on a way forward has been reached with the Trustees of the Educational Foundation of Abigail Bailey and Ann Levett who own the building. They would take over the Association's assets and liabilities with immediate effect if the Village voted for the Association to be wound up. Furthermore they would seek to redevelop the venue for long term use as a Village Hall and Educational Institute and would run the same directly using a freshly appointed Management Committee reporting to the Trustees.

Cllr Dale formally presented the accounts for the year ending 31st July 2009 and the Trustees' Annual Report for 2009. He also advised the meeting that all of the existing Trustees had tendered their resignation in writing to become effective at the end of the meeting.

Cllr Dale then presented the outline scheme for the proposed redevelopment on behalf of the Trustees of the Educational Foundation which had been initiated by Noel Morris. The proposed scheme met with broad approval with questions only being raised about the replacement of the heavy dividing doors and the removal of the track they run on.

It was pointed out that the new venue would be a valuable addition to the community particularly in view of the fact that the new "Chelston Rise" community emerging from the disused airbase housing would shortly be coming on stream. A question was raised to the representatives of William Pears Group (landlords of Chelston Rise) as to whether they might consider contributing to the development. They indicated strong support for the project and the prospect of assistance in various forms but were unable to commit to funds at this stage. Never the less, they wished to be kept informed of developments so that they could help when possible.

Resolutions:

IT WAS UNANIMOUSLY RESOLVED BY ALL PRESENT:

1. That the Association's Accounts and Trustees' Annual Report for year ending 31st July 2009 be formally approved.
2. That the Chelveston Village Hall Association be formally wound up as a charity and that its assets be transferred on trust to the Educational Foundation of Abigail Bailey and Ann Levett for the purpose of redeveloping and running a Village Hall and Educational Institute facility for the benefit of the inhabitants of the Parish of Chelveston-cum-Caldecott, as provided for in clause 18 of the Trust Deed.
3. That the resignation of the existing Chelveston Village Hall Association Trustees be accepted as provided for in clause 6 of the Trust Deed (effective from the end of the meeting).
4. That the existing Trustees of the Educational Foundation of Abigail Bailey and Ann Levett be appointed to manage the winding up of the Association and the transfer of the assets (effective from the end of the meeting).
5. That a new non-trustee Management Committee be formed from volunteers from around the Village which will manage the redevelopment and running of the facility on behalf of the Trustees of the Foundation.

Following the meeting six members of the public offered themselves as candidates for appointment to the Management Committee. Their names will be taken forward to the meeting of the Trustees of the Educational Foundation on 4th June 2010.

Approved as a true record of the meeting:

A handwritten signature in black ink, appearing to read 'ADALE', with a long, sweeping underline that extends to the right.

Cllr Adrian Dale
Acting Clerk to the Trustees

Mark Hunter
Clerk to the Parish Council



Chelveston Village Hall

Charity Registration Number 266486

Chelveston Village Hall Association

Annual Meeting
10th May 2010
Adrian Dale

Agenda

1. **Introduction – the Clerk to the Trustees**
2. **To receive and approve:**
 1. The accounts for year ending 31st July 2009
 2. The Trustee's Annual Report 2009
3. **To resolve:** That the Chelveston Village Hall Association be formally wound up as a charity and that its assets be transferred on trust to the *Educational Foundation of Abigail Bailey and Ann Levett* for the purpose of redeveloping and running a Village Hall and Educational Institute facility for the benefit of the inhabitants of the Parish of Chelveston-cum-Caldecott, as provided for in clause 18 of the Trust Deed.
4. **To accept:** The resignation of the existing Chelveston Village Hall Association Trustees as provided for in clause 2.6 of the Trust Deed (effective from the end of the meeting).
5. **To appoint:** The Trustees of the Educational Foundation as Trustees of the Association to manage the winding up of the Charity and the transfer of the assets (effective from the end of the meeting).
6. **To appoint:** A new non-trustee committee to advise the trustees on the re-development of the Village Hall facility and to manage its ongoing activity during the re-development.

Village Hall Ownership/Mgt

- The Chelveston School and School House (next door) are owned by “The Educational Foundation of Abigail Bailey and Ann Levett (charity founded in 1796)
- The Village Hall Association was formed in 1977 to take a 25 year lease on this hall for the purposes of running a Village Hall facility
- These are different charities run by separate trustees drawn from residents in the village.
- The Association has paid £300 a year in rent to the Foundation since 1991 (£35 a year before that)
- The Foundation is responsible for the maintenance of the building and the Association for the decoration inside

Trustees

The Foundation

- Fr Grant Brockhouse
- Michael Smith
- Arthur Wright
- Noel Morris
- Penny Hughes
- Pieter Mommersteeg

The Association

- Patrick Logue
- Michael Foulger
- Christine Foulger
- Wendy Williams
- Jean Izzard
- Jo Mould
- Patricia Mommersteeg

Acting Clerk to both sets of Trustees – Cllr Adrian Dale

Accounts y/e 31st July 2009

Receipts and Payments

	2009	2008
• Income	£1,882.07	£1846.42
• Expenditure	£2,454.60	£2,189.33
• Losses	-£572.53	-£342.81

Balances

- | | | |
|--------|-----------|-----------|
| • Cash | £5,240.37 | £5,812.90 |
|--------|-----------|-----------|
- **But NO LEASEHOLD on village hall and no means to pay a commercial rent or to repair the kitchen and bring toilets up to standard.**

Trustees' Annual Report

- Another year of low hiring levels and increasing fuel costs
- But good repeat business from several village and local educational and leisure groups
- Not much chance to increase usage with existing facilities
- No lease currently in place and big losses for land lords on the old lease due to building maintenance costs
- Repairs needed to kitchen and upgrade to toilets
- No opportunity to apply for grants to re-develop as the charity has few assets to match any grants

Conclusion

The charity is no longer a going concern in this form

The Way Forward

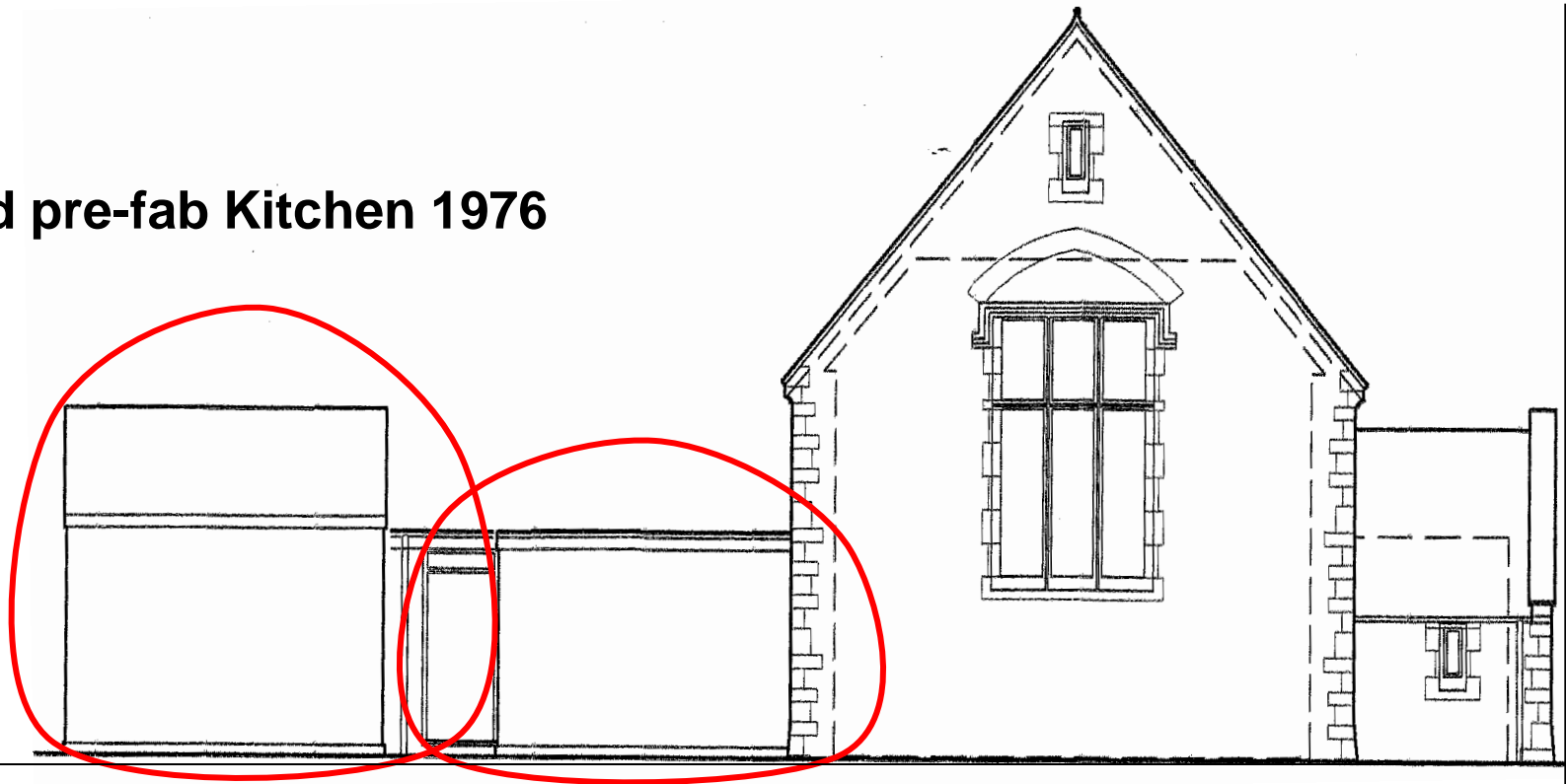
1. Wind up Village Hall Association charity
2. Transfer assets to Educational Foundation
3. Educational Foundation sets up a new Village Hall Committee to run the facility on its behalf
4. Educational Foundation uses its resources to apply for matched grants to re-develop the facility on behalf of the Village
5. Launch new venue as the Chelveston Village Hall and Educational Institute

The new Venue

1. Two hireable spaces – one with garden access
2. Regulation disabled access to whole of ground floor facilities
3. New kitchen serving both spaces
4. New toilets including disabled and baby change
5. Upstairs games/rehearsal room
6. Broadband network throughout
7. Better car parking to front.

Existing Side View

Old pre-fab Kitchen 1976



Brick air raid shelter ~ 1940

Proposed Side View



Proposed new extension

Existing Rear View



Old pre-fab Kitchen 1976

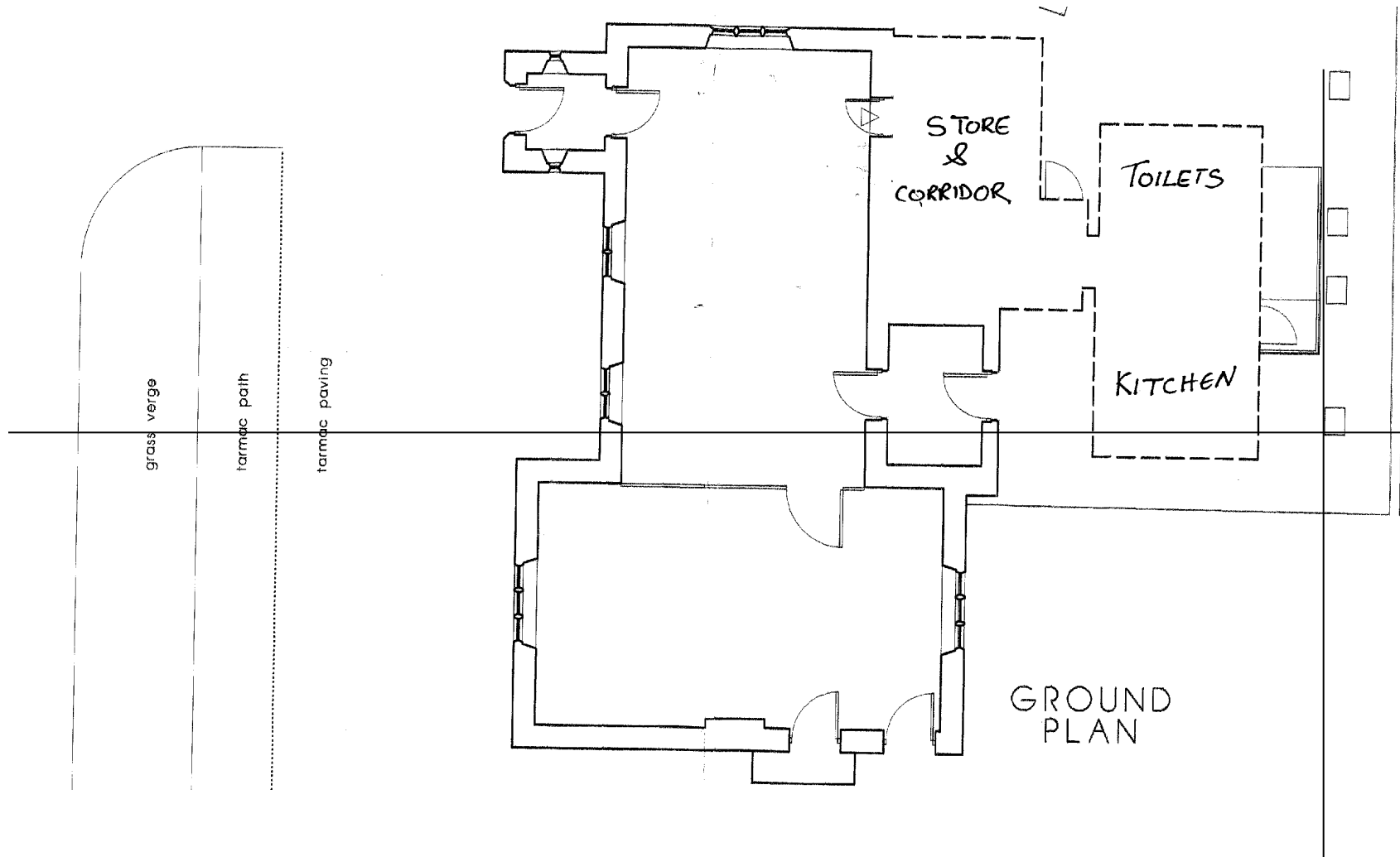
Proposed Rear View

Games/rehearsal room upstairs



Doors to meeting room

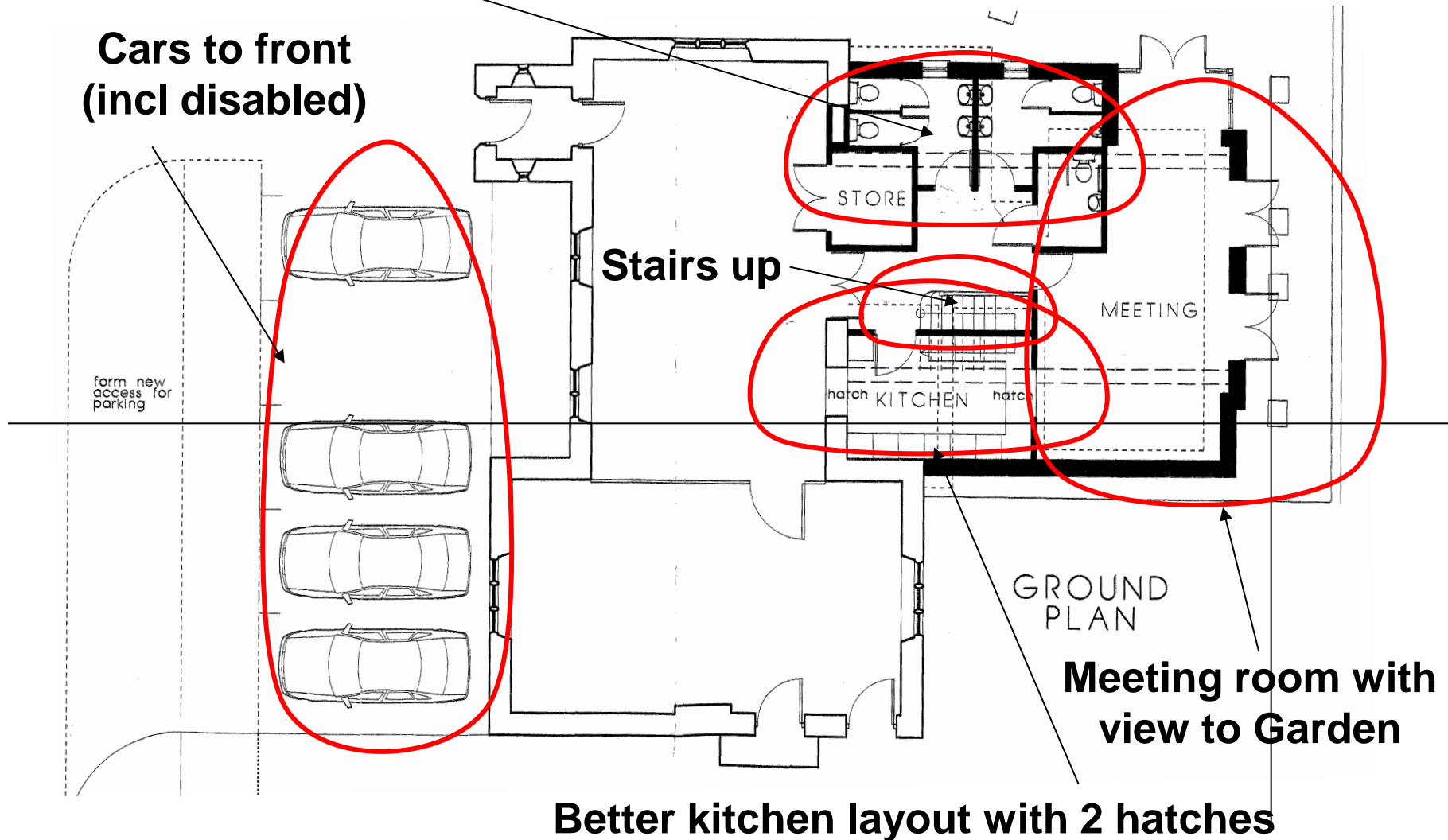
Existing Plan View



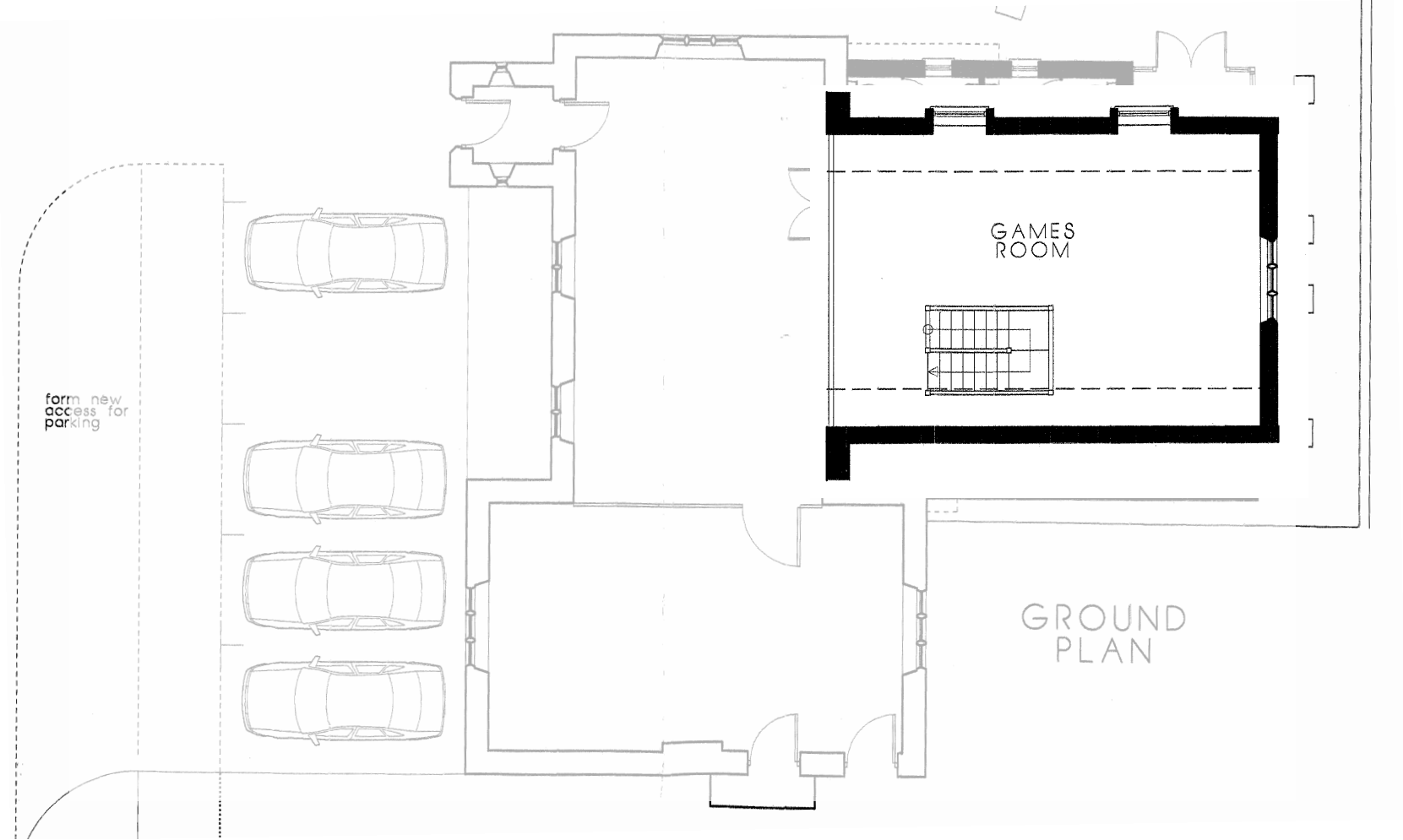
Proposed Plan View

Better toilets (incl disabled & baby change)

**Cars to front
(incl disabled)**



Games/Rehearsal Room Upstairs



Resolutions

1. Adopt the Annual Accounts to y/e 31st July 2009
2. Approve the Trustees' Annual Report for 2009
3. To wind up the Chelveston Village Hall Association
4. To accept the resignation of the existing Trustees
5. To appoint the Trustees of the Foundation as interim Trustees of the Association to effect the winding up
6. To appoint an interim management committee to help re-develop and run the facility on behalf of the Trustees.