



**Educational Foundation of  
Abigail Bailey & Ann Levett  
known as :**

**Chelveston School  
Trustees**

**Charity Registration Number 309769**

**Dear**      Christine Clay  
                 Roger Clay  
                 Michael Foulger  
                 Jenny Harwood  
                 Jo Mould  
                 Chris Pentland  
                 Wendy Williams

16<sup>th</sup> June 2010

**Chelveston Village Hall Update**

On the 4<sup>th</sup> June the now combined Trustees of the Educational Foundation and the Chelveston Village Hall Association met to consider the winding up of the Association and the formation of the Chelveston Village Hall Management Committee.

They learned that on the 18<sup>th</sup> May 2010 the Charity Commission approved a new "scheme" for the Charity with the following clause:

*"The Trustees will provide and maintain a combined Village Hall/Educational Institute in the Chelveston School premises for the use of the inhabitants of the Parish of Chelveston-cum-Caldecott and surrounding environs without distinction of political, religious or other opinions for meetings, lectures and classes, and for other forms of recreational activity with the object of promoting the education of and improving the conditions of life for the said inhabitants."*

The Trustees then adopted a governing document approved by the Charity Commission which has the following clauses:

**12. Management of the Village Hall/Educational Institute**

*The Village Hall/Educational Institute (as distinct from the Foundation itself) shall be managed by a Management Committee appointed annually by the Trustees. The Management Committee should comprise representatives from groups who regularly hire the venue, together with residents from the Village who are interested and prepared to accept responsibility for the day to day running of the community facility. At least one Trustee shall also be appointed to the Management Committee.*

**13. Appointment of the Management Committee**

*The Management Committee shall be appointed by the Trustees for the coming year at the Annual Meeting of the Trustees. Nominations for Management Committee membership shall be called for and published at the Annual Parish Assembly, with representative members being nominated by their organisations beforehand. All the appointments to the Management Committee shall be subject to the approval of the Trustees. The Trustees of the Foundation shall approve a constitution for the committee which will include banking and reporting procedures. The Management Committee shall be tasked with producing an operating plan for the venue which delivers the objectives set by the Trustees. Their broad aim will be to maximise the use of the venue by suitable organisations, with the goal of covering all costs and generating surplus income for use by the Foundation to meet its other charitable objectives. The Trustees of the Foundation will report on the delivery of this plan as part of their Trustees' Annual Report delivered at the Annual Parish Assembly.*

The Charity Commission has also approved the winding up of the Chelveston Village Hall Association as a legal entity on the 1<sup>st</sup> August 2010. At this point the management of the Village Hall can legally pass to the Chelveston Village Hall Management Committee. The assets will pass to the Educational Foundation.

The Trustees then reviewed the candidates who had volunteered to be a member of the Committee. They were delighted to see the names on the list and unanimously approved their appointment. Penny Hughes one of the Trustees will also be part of the committee as an observer and they have asked me to help with the initial administration.

Although as a Committee you can't officially take over until 1<sup>st</sup> August, there are things to be done and planned to keep the Village Hall ticking over and I'm very grateful for the support you've provided so far. Roger and Christine Clay have done a super job sprucing up the Village Hall and the grounds, something I've neglected over the last 6-months. The leaking tap has been repaired and the damaged electrical socket has been fixed. They've also managed to reorganise the vestibule (old air raid shelter) to create much more space. Michael and Christine Foulger have continued to act as the booking point for the Village Hall and to unlock the venue as required when I'm not around. Jenny Harwood has started doing research on grant or funding opportunities to fund the proposed development.

I'd like to suggest that you have a planning meeting even before the 1<sup>st</sup> August so that you can make recommendations to the next Trustee meeting on the 6<sup>th</sup> August as to what arrangements need to be put in place to facilitate the smooth running of the venue. Coordinating diaries is almost impossible but as a first proposal, I'd like to suggest Thursday 24<sup>th</sup> June 2010 at 7:30pm in the Village Hall. Given her background and experience, I've asked Jenny Harwood to chair this meeting. I'll do the administration for this meeting.

In the mean time, all ideas, questions, suggestions etc would be most welcome. We have a once in a generation opportunity here to create a first class community venue for Chelveston, Caldecott and the new Chelston Rise settlement. Let's seize it!

Best Regards



Cllr Adrian Dale  
Clerk to the Trustees

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