

**Minutes of the Meeting of the Chelveston School Trustees on Friday 12th March 2010
held in the Village Hall at 3pm**

Present:

Father Grant (Chairman) Penny Hughes, Noel Morris, Michael Smith and Arthur Wright,
Pieter Mommersteeg, Cllr Adrian Dale (Clerk)

1. Apologies for Absence

None received

2. Minutes of last meeting

The meetings of the last meeting and the associated notes were approved and signed in the minute book by the Chairman.

3. Matters arising from last meeting

3.1. Bank Mandates

A mandate change form was drawn up to make the following changes to the operation of the current account:

- Add Arthur Wright and Michael Smith as signatories
- Remove Michael Foulger as a signatory
- Add Adrian Dale as the account contact (not as a signatory)

The mandate was signed by Penny Hughes and Noel Morris as the only remaining signatories. This mandate change has been rejected by the bank as they have no record of Noel and Penny being signatories to the account anyway in spite of the fact that the account has been operated by them (through Michael Foulger) for many years. The bank only has signatures for Lila Baxter (deceased), Sheila Carr (left the village), David Hackett (never a School Trustee) and Michael Foulger (no longer a Trustee and too ill to sign the mandate). A meeting was held at the bank on 12th March to resolve this but no progress has been made. The national charity support team is now looking into the best way forward which may involve opening a new account.

There was a similar problem with the Standard Life account which could only be operated by telephone by nominated trustees. Unfortunately, only Penny Hughes and Michael Foulger are registered of the existing trustees. Penny has contacted the bank and they have sent her a new password to enable her to make changes to the mandate. Only two addition signatories are possible.

Resolved : Penny to add Michael Smith and Arthur Wright to the Standard Life mandate

Proposed: Grant Brockhouse

Seconded: Noel Morris

Carried: Unanimously

Technically, the charity is currently without the ability to make payments although it is likely that the branch will allow us to make transfers if required if Adrian Dale attends in person and

presents documents signed by Michael Smith and Arthur Wright, both of whom have been had their identity confirmed.

3.2. Village Hall Association Membership

At the last meeting Noel asked for details of the current Village Hall Committee. The Clerk reported as follows:

The Village Hall Committee (working name) currently consists of Patrick Logue (chair), Christine Foulger, Jo Mould, Jean Izzard, Wendy Williams. Adrian Dale is the acting clerk. Margaret Shilham resigned at the beginning of March when she left the village.

The Village Hall Committee has not met formally since 14th November 2006 although they did meet briefly during the refurbishment.

3.3. Village Hall rent/insurance arrears

As directed the Village Hall Association was invoiced in full for the arrears on 1st March 2010 and for the 2010 amounts which had by then fallen due. The total invoice was for £3,677.99. This invoice was paid in full on 8th March 2010.

At the last meeting Noel asked that the insurance policy be checked to ensure that it covered the LAN party activities. The Village Hall insurance policy does not specifically exclude any activities from the cover. The use for LAN parties and sleep over does not therefore appear to be a problem.

It was noted that the insurance cover for the building was only £218,459. The Clerk was directed to check that this was sufficient cover.

4. Finances

4.1. Receipts and payments

Chelveston School Trustees

ACCOUNTS for Year ending 31st December 2010

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2010	DESCRIPTION	TSB CURRENT A/C	CHQ. NO.	BANK ST'MT. NO.	TSB BALANCE	STD.LIFE A/C
01/01/2010	Brought Forward	£12,062.30		58	£12,062.30	£64,024.91
04/01/2010	Insurance Premium - Sch. Hse.	-£180.96	147	59	£11,881.34	
04/01/2010	Insurance Premium - Vill. Hall	-£710.11	147	59	£11,171.23	
21/01/2010	School House Rent	£595.69	BGC	59	£11,766.92	
18/02/2010	School House Rent	£595.69	BGC	60	£12,362.61	
26/02/2010	C.O.I.F Dividend	£76.24	BGC	60	£12,438.85	
01/03/2010	Nick Bird Landlord's Gas Cert	-£40.00	148		£12,398.85	
08/03/2010	Village Hall Arrears	£3,677.99	CHQ		£16,076.84	
	Carried Forward				£16,076.84	£64,024.91

N.B. COIF Dividend entry added post-meeting after bank statement reconciliation

4.2. Bank statements

The bank statements for February arrived immediately after the meeting and were reconciled to the accounts by adding the C.O.I.F Dividend receipt of £76.24.

4.3. Approval of 2009 Accounts

Resolved: That the accounts for the year ending 31st December 2009 be approved, signed and submitted to the Charity Commission.

Proposed: Michael Smith

Seconded: Pieter Mommersteeg

Carried: Unanimously

5. School House Maintenance/Development

5.1. Guttering blockages and replacements

The guttering to the front and back of School House needs unblocking as a matter of urgency as rain is overflowing onto the eaves/soffit boards. We have received a quotation of £35 + VAT for each from Gary Hewitt for this job. The Trustees agreed that the replacement of the guttering should wait until the architect's report (item 6.1) is received.

Resolved: That Gary Hewitt be asked to clear the guttering to front and back of School House

Proposed: Michael Smith

Seconded: Arthur Wright

Carried: Unanimously

5.2. Bathroom damp

Martin Pendered reported that the bathroom was damp on their inspection last October. Gary Hewitt had inspected this and believes that it is due to lack of ventilation. He has quoted £285+VAT for a humidistat controlled extractor fan.

Resolved: That Gary Hewitt be asked to fit the proposed humidistat controlled extractor fan.

Proposed: Michael Smith

Seconded: Pieter Mommersteeg

Carried: Unanimously

5.3. Septic Tank replacement

The septic tank issue has appeared on most agendas for a number of years. It does not work well and will need replacing. However, if regularly emptied, it doesn't overflow and so isn't urgent. It was emptied in January 2010 and should be good for another 18 months. The Trustees agreed that a more permanent solution should wait until the new toilet arrangements for the Village Hall are decided upon.

6. Village Hall Maintenance/Development

6.1. Appointment of Architect

Toby Pateman has been briefed to create a series of concept drawings which detail the replacement of the toilet block and kitchen. The fees will be £1,200 + VAT. He will report back before the next meeting.

6.2. Replacement of exterior lighting

The Trustees directed the Clerk to get quotations for the replacement of the front light with a black carriage light in keeping with the building and to fit a PIR to the rear light to allow safer access at night. Noel Morris suggested that the Clerk obtain a quotation from Richard Hunt of Irchester.

7. Matters arising from Adrian Dale's report to Trustees of 25th February

7.1. The future of the Chelveston Village Hall Association

The Trustees reviewed the report and concluded that there was indeed no benefit to the continued arrangement of two charities responsible for different aspects of the Village Hall. This arrangement has caused complexity, animosity and inertia over the years resulting in the current impasse.

The Trustees were in favour of having a new Village Hall Committee to manage the bookings and effective operations of the Village Hall. However, they also agreed that the responsibility for the maintenance and development of the whole facility (and ownership of all assets) should now revert to the Educational Foundation and be the responsibility of the School Trustees. This may need changes to the 1906 and 1977 "Schemes" which govern the Educational Foundation..

One of the advantages of such a new arrangement is that the kitchen building which is owned by the Chelveston Village Hall Association could then be demolished and replaced without complex negotiations between the Trustees of the two charities.

Net income from a re-vitalised Village hall would flow directly into the Foundation providing a second income stream to allow it to fulfill its wider charitable objectives. The provision of a Village Hall used mainly for educational activities would also allow the Trustees to demonstrate that they are delivering a "public good" something that they have not been able to demonstrate for nearly 40 years.

The Village Hall Committee would need to be drawn from the wider Village (not just the usual willing suspects!). Mechanisms for appointment need to be considered to ensure that there was a healthy turnover of membership going forward. Reporting arrangements would also need to be decided. Clearly there would be a need for the Committee to report to the School Trustees but an arrangement for oversight by the wider Village also needs to be devised.

Resolved: That the Clerk works with the Trustees of the Chelveston Village Hall Association and the Charity Commission to effect a winding up of that charity and the transfer of its assets and responsibilities to the School Trustees.

Proposed: Michael Smith

Seconded: Penny Hughes.

Carried: Unanimously

7.2. Trustees' Annual Report

The Clerk explained the need for the Trustees to complete a "Trustees Annual Report" which needed to highlight the activities of the year, review the finances and demonstrate the public good. This would need to be published and submitted to the Charity Commission.

The Clerk was asked to draw up a draft report for consideration at the next meeting.

8. Any other business

Pieter Mommersteeg raised the question of the composition of the Trustee body. The Clerk explained that earlier Schemes had defined that the Trustee body be comprised of the Parson, the two Churchwardens and three other citizens “of good standing” selected from the Parish. However, this does not mean that the charity is an ecclesiastical charity. The stipulation that the Parson and Churchwardens were automatically appointed Trustees was quite a common one for charities of that era as these individuals were (usually) of good character and could read and write and carry out the business of the charity for no personal gain.

Moving forward, it is likely that a new scheme would make provision for re-election of the co-opted Trustees (in the same way as the Church Wardens themselves are re-elected to the PCC). It is also likely that the Trustee membership would need to be widened to include one additional Trustee nominated by the Parish Council to take account of the Village Hall responsibilities. This will all be resolved when the new Scheme is drawn up.

9. Date of next meeting

Friday 16th April 2010 3pm in the Village Hall

Signed as a true record of proceedings



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