

Minutes of the Meeting of the Chelveston School Trustees on Friday 16th April 2010 held in the Village Hall at 3pm

Present:

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

1. Apologies for Absence

Noel Morris felt unable to attend the meeting as he was uncomfortable with the changes being proposed by the Clerk to the Charity Scheme. He sent his letter of resignation. The Trustees expressed great concerns and much regret at this potential loss of experience. It was agreed that as Noel is such a valued member of the Trustees that consideration of his resignation should be held over to the next meeting to give Noel chance to view the changes to the Scheme once the Trustees had made their proposed changes. The Trustees expressed a unanimous view that Noel should be asked to reconsider.

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. Report on urgent matters undertaken by the Clerk

On reviewing more of the Village Hall documentation, it was found that a fire officer inspection of 21st April 2009 revealed four faulty escape lights. The Village Hall Association was directed to repair or replace these as a condition of its continued operation. Michael had planned to order fresh batteries for these lights but this doesn't appear to have happened. The Clerk therefore asked Benfield Electrical Services to repair the lighting during their visit to update the external electrical lighting. Two bulbs were replaced but the other two lights were badly corroded and needed a complete replacement unit.

It was also clear reviewing the fire inspection report that the extinguishers need to be tested annually. The last test was August 2008. The Clerk therefore contacted Nightingale Fire Protection Services and asked them to come and inspect the extinguishers. The Church extinguishers were done at the same time.

4. Matters arising from last meeting

4.1. Bank Mandates

Penny Hughes confirmed that the standard life mandate has now been successfully resolved and we are now fully in charge of our account once more.

The National Charities Team at Lloyds TSB were unable to help resolve our problems and the local branch suggested that we locate Dave Hackett and Sheila Carr and ask them to sign the mandate change form. This has been done and the Trustees completed the form during the meeting. This will now be taken to the bank.

4.2. Charity Commission Annual Return

The Charity Commission Annual return was completed on 31st March 2010 – 7 months early. This will be seen by the Commission as a significant improvement to our governance and compliance arrangements.

4.3. Guttering Blockages

Gary Hewitt has cleared out the guttering to front and back of School House and the Village Hall.

4.4. Fitting of Humidistat Fan to bathroom of School House

Unfortunately, the electrician fitted the wrong fan on his first visit and will be fitting the correct one on 16th April.

4.5. Replacement of exterior lighting

The replacement of the exterior lighting has proved more of a challenge than expected. The lighting fitting at the front was rusted solid to a metal plate bolted to the wall. The fitting and fixings had to be ground off using an angle grinder. The carriage light then had to be mounted further up on the wall and the wiring extended slightly. Unfortunately, it is now clear that the light in this position does not provide enough illumination of the Village Hall sign and does not illuminate sufficiently in front of the door. Michael Foulger has suggested that one of the old church lights be refurbished and fitted instead. The Trustees examined the light and agreed that this be attempted. The rear PIR was fitted and is working (provided that it isn't switched off inside the hall!)

4.6. Trustees' Annual Report

The Clerk presented a simple report for consideration by the Trustees. Approving this report would discharge their statutory obligations for 2009. The report was reviewed and approved by the Trustees present.

Resolved: That the draft Trustees' Annual Report for 2009 be adopted and published as required by the Charity Commission

Proposed: Fr Grant Brockhouse

Seconded: Michael Smith

Carried: Unanimously

4.7. Composition of the Trustee Body

This item was considered under 7.2

5. Finances of the Trust

5.1. Receipts and payments

Chelveston School Trustees

ACCOUNTS for Year ending 31st December 2010

Page 1

2010	DESCRIPTION	TSB CURRENT A/C	CHQ. NO.	BANK ST'MT. NO.	TSB BALANCE	STD.LIFE A/C
12/03/2010	Brought Forward	£12,438.85		60	£12,438.85	£64,024.91
01/03/2010	Nick Bird Landlord's Gas Cert	-£40.00	148	61	£12,398.85	
08/03/2010	Village Hall Arrears	£3,677.99	CHQ	61	£16,076.84	
22/03/2010	School House Rent	£595.69	BGC	61	£16,672.53	
02/04/2010	Dave Botterill - Painting	-£150.00	149		£16,522.53	
16/04/2010	Benfield Electrical Services	-£246.75	150		£16,275.78	
	Carried Forward	£16,275.78			£16,275.78	£64,024.91

5.2. Bank statements

The bank statements for March (statement 61) have arrived and have been reconciled.

6. School House Maintenance/Development

Other than the fitting of the humidistat fan there are no jobs outstanding.

7. Village Hall Maintenance/Development

7.1. Architects Proposals

Toby Pateman joined the meeting and reviewed the design with the Trustees. The Trustees liked the design and asked for the following items to be checked:

- The kitchen size and unit placement needs to be checked with regular users – the Clerk will do this.
- The numbers of toilets proposed need to be checked to ensure that it would meet the requirements of the premises licence – Toby will investigate
- The use of a disabled toilet for changing facilities needs to be checked – Toby will investigate.

7.2. Remedies for damp in the old rear porch

The damp in the old rear porch was found to be caused by grass growing in the gully. The Clerk was asked to arrange clearance and the necessary remedies.

8. The future of the Chelveston Trusts (Educational Foundation and Village Hall Association)

8.1. Meeting of the Chelveston Village Hall Association

The Village Hall Association met for the last time on 7th April 2010. All Trustees were present except for Michael Foulger.

IT WAS UNANIMOUSLY RESOLVED BY ALL TRUSTEES PRESENT AT THAT MEETING:

1. 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.
2. That the legally required Annual Meeting of the Charity be held as part of the Annual Parish Assembly in May 2010.
3. That **all** of the existing Trustees of the Chelveston Village Hall Association resign at the beginning of the Annual Meeting as provided for in clause 6 of the Trust Deed (1977).

The Clerk proposed that to effect the winding up of the Chelveston Village Hall Association the existing School Trustees should assume the role of Trustees for that charity on the day that the existing Trustees resign. All the Trustees present agreed with this proposal and the Clerk was asked to draw up the necessary papers.

8.2. Proposed new Charity Scheme for the Educational Foundation

The Clerk produced the 1906 and 1977 schemes and explained the proposed changes. These changes are necessary to comply with modern Charity legislation and regulations and to allow the Trustees to take on responsibility for providing a Village Hall. The key features are:

- Removing the power to grant a lease to the Chelveston Village Hall Association (it will no longer exist). Adding the power to provide a Village Hall facility for the Village.
- Restoring the wording which allows Trustees to grant bursaries for technical, professional and artistic apprenticeships.
- One new Trustee is added by virtue of office held (a Parish Councillor) – this reflects the spirit of the Scheme of the outgoing Village Hall Association which required a Parish Council Trustee to be appointed in order to link the statutory and voluntary providers of services and amenities in the Village.
- Fixed terms and direct elections of the three representative trustees – this follows the example model Trust deed for Village Halls which is approved by the Charity Commission.

The Trustees debated each clause and asked for the following changes to be made to the proposals (**changes underlined and in blue**). Only the changed paragraphs are included in the minutes. Noel's concerns about too much Parish Council involvement were noted and taken into account. The involvement of the Parish Council will now be limited to the appointment of one Trustee. The Trustees will call their own Public Meetings and conduct their own elections as required.

c. ***[Replacement Para.3 – Application of Income]***

- i. Subject thereto, the Trustees shall apply the income of the Charity in promoting the education of young persons (under the age of 25) residing in the Parish of Chelveston-cum-Caldecott in either, or both, of the following ways:

e. ***[New Para.5 – Appointment of Trustees (missing from the 1906 and 1977 Schemes)]***

- iii. An elected representative of the Parish Council – Chelveston-cum-Caldecott
- iv. Three Resident Trustees of the Parish of Chelveston-cum-Caldecott elected by registered electors at the Annual Public meeting of the Foundation for a first term of three years, with an option to stand immediately for re-election at the end of their term for a second term of three years. A full 12-months would then need to elapse before a resident was eligible to stand for re-election as a Trustee.

f. ***[New Para.6 – Casual Vacancies – Resident Trustees]***

Upon the occurrence of casual vacancies amongst the Resident Trustees, the remaining Trustees shall have the power to co-opt residents of the Parish to fill these vacancies. The co-opted Trustee would normally be expected to serve the remainder of the term of the vacated Trustee position. Co-opted Trustees shall then be entitled to stand for election at the next Annual Public Meeting of the Charity following the completion of their first term and (if elected) to serve a full three year second term thereafter.

n. ***[New Para.11 Replacing Para.2 1906 scheme – Public Meetings of the Foundation]***

The Trustees shall report annually on the activities, accounts and plans of the Charity, at an Annual Public Meeting of the Foundation. All inhabitants of the Parish of 18 years and upward must be entitled to attend and vote at the Annual Public Meeting. Seven days' notice of the matters to be discussed must be given by publication of a meeting notice on the Parish Council notice boards and the Church notice boards. An Extra-ordinary Public Meeting of the Foundation can be called by any four Trustees by giving seven days' notice of the matters to be discussed to the remaining Trustees and by publication of a meeting notice on the Parish Council notice boards and the Church notice boards.

n. ***[New Para.14 Replacing Para.5 1906 Scheme – Minutes and Accounts]***

Minutes of meetings and up to date accounts shall be maintained by the Clerk to the Trustees. Draft copies of all minutes shall be made available to all Trustees as soon as practical.

p. ***[New Para.16 – 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.

Resolved: That the changes above be incorporated into the proposed scheme and be discussed with the Charity Commission

Proposed: Michael Smith

Seconded: Penny Hughes

Carried: Unanimously

9. Any other urgent business

10. Date of next meeting

Friday 4th June 2010 at 3pm in the Village Hall

Signed as a true record of proceedings



Cllr Adrian Dale
Clerk to the Trustees
21 Water Lane
Chelveston
NN9 6AP
01933 622624
Adrian.Dale@creatifica.com

Father Grant Brockhouse
Chair of the Trustees
The Vicarage
Wood Street
Higham Ferrers
NN10 8DL