

Minutes of the Annual Meeting of the Chelveston School Trustees on Friday 4th June 2010 held at the Byre at 3pm

Present:

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

1. Apologies for Absence

Noel Morris sent his apologies and confirmed that it was his wish that his resignation as Trustee be accepted. He had always taken the responsibilities of trusteeship very seriously and had felt much more at ease since tendering his resignation. The remaining Trustees agreed to accept his resignation with regret and directed the Clerk to send a letter of thanks for his loyal service since 14th October 1983. Noel had played a key role in the recovery of the Foundation's financial position and his vision for the redevelopment of the Village Hall has set the Foundation on a new path. The Clerk was also asked to notify the Charity Commission of Noel's resignation so that his liabilities as Trustee are completely discharged.

2. Minutes of last meeting

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

3. New Charity Scheme and New Governing Document

The Clerk reported that the Charity Commission had produced and approved a new "Scheme" which redefined the objectives of the Foundation from 18th May 2010.

"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 clauses defining the application of income have been changed as follows:

- "i. The Trustees shall apply the clear income of the Charity in the first place so far as requisite for the development and maintenance of the property of the Charity not required to be kept in repair by the tenants thereof.
- ii. 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:
 - a. In or towards providing scholarships or bursaries for young persons residing in the said parish and studying at an institution providing artistic, technical, professional or industrial instruction approved by the Trustees.
 - b. In making grants to any charitable organisation in the said parish the objects of which include the advancement of the education of such persons or the improvement of their conditions of life, by developing their physical, mental and moral capacities through their leisure time activities."

The Charity Commission also directed that the Trustees should formulate a Governing Document to supplement the scheme which would include all the clauses proposed at the last

meeting and subsequently forwarded to the Charity Commission for their comment. The Clerk presented a version of this document for approval.

Resolved: That the Governing Document be adopted as presented
Proposed: Grant Brockhouse
Seconded: Pieter Mommersteeg
Carried: Unanimously

The Trustees each signed the master copy of the new Governing Document for the Foundation and it came into operation immediately.

4. Election of Officers of the Foundation

Under Clause 1 of the new Governing Document each of the existing Trustees were confirmed by the Clerk as valid holders of the role. Each of the Trustees signed the declarations of eligibility and commitment for both the Foundation and the Chelveston Village Hall Association. As per the Clause 5 of new Governing Document, the Trustees then elected Father Grant Brockhouse to be the Chairman of the Charity for the next 12 months and directed the Clerk to inform the Charity Commission. Pieter Mommersteeg was elected as Vice-Chairman. Cllr Adrian Dale was asked to continue as Clerk to the Foundation for the coming year with no salary.

5. Winding up of the Chelveston Village Hall Association

The Trustees agreed the Chelveston Village Hall Association would be formally wound up by 31st August 2010 following its year end on 31st July 2010. The Clerk was directed to put in motion the necessary asset transfers and to draw up the final accounts for approval at the next meeting.

6. Appointment of the Chelveston Village Hall Committee

The Trustees reviewed the candidates who had volunteered for the new committee.

Candidate - Address	Comments
Roger Clay – 29 Duchy Close	Was on committee in 1980's and ran youth club and badminton club. Recently retired has already done an excellent job on floor polishing and hall/garden maintenance
Christine Clay – 29 Duchy Close	Very keen to work on the Committee and has already spent many hours working on cleaning the hall.
Jenny Harwood – 7 Britten Close	Very keen, has already started exploring fund raising opportunities through ENC
Chris Pentland – Top Gate Farm, Caldecott	Very keen, strong supporter of other village activities, has two young daughters
Wendy Williams – 2 Pokas Cottages	Treasurer of WI and great supporter of the Village Hall, was a member of old committee.
Jo Mould – Lancaster Farm	Keen supporter of the Village Hall and was a member of the old committee
Michael Foulger – Haleworth, Caldecott	Still very keen to be involved as far as he is able. He has been invaluable in providing advice and information on running the Village Hall facilities. Was a member of the old committee.

All the candidates were accepted and Penny Hughes was asked to be the Trustee representative on the Committee. The Clerk was asked to organise the first meeting of the Committee as soon as practical.

Committee banking arrangements were discussed. Pieter Mommersteeg proposed that the savings accounts of the Village Hall Association be closed immediately but that the Committee continue to maintain a current account so that its in year financial position was always very clear. The committee would be in a position to sign cheques for small expenditure within the (to be) agreed budget but cheques would need countersigning by a Trustee. Expenditure would be reported to each Trustee meeting.

Resolved: That the Clerk arrange the necessary changes to banking mandates
Proposed: Pieter Mommersteeg
Seconded: Michael Smith
Carried: Unanimously

7. Report on urgent matters undertaken by the Clerk

No actions undertaken.

8. Matters arising from last meeting

8.1. Trustee Body Membership

Under Clause 2 of the Governing Document, Noel's resignation created a casual vacancy amongst the resident Trustees. The remaining Trustees therefore exercised their power to co-opt a resident of the Village to be Trustee until the next public meeting of the Foundation. Two candidates were discussed and the Trustees agreed to approach Malcolm Russen of Granary Barn who had expressed an interest in playing a larger role in village life. Arthur Wright and the Clerk were asked to brief Malcolm and to offer him the role if appropriate.

Under Clause 1 of the Governing Document, The Parish Council is entitled to appoint a Trustee to the Foundation nominated at the Annual Meeting of the Parish Council in May. There being no nomination, this position would remain unfilled for the next 12-months. The Clerk will instead act as a liaison between the bodies and progress on Village Hall activities will be reported at each Council meeting.

8.2. Bank Mandates – Lloyds TSB

The mandate was initially rejected because the bank didn't recognize the working name of the charity and needed proof that "Chelveston School Trustees" was a legal name recognized by the Charity Commission. The Clerk supplied this and returned the mandate.

8.3. Guttering Blockages & missing lead flashing

Gary Hewitt has cleared out the guttering at the back of the Village Hall which is causing damp in the porch. He also noted that the lead flashing on the gable end has been stolen. He has sealed the grooves with sealant rather than replacing the lead in view of the pending redevelopment.

8.4. Replacement of exterior lighting

No progress has been made

9. Finances of the Trusts (as of 4th June 2010 – updated since meeting report)

9.1. Receipts and payments

Chelveston School Trustees

2010	DESCRIPTION	TSB CURRENT A/C	CHQ. NO.	BANK ST'MT. NO.	TSB BALANCE	STD.LIFE A/C
01/04/2010	Brought Forward	£16,672.53		61	£16,672.53	£64,024.91
21/04/2010	School House Rent	£595.69	BGC	62	£17,268.22	
16/04/2010	Benfield Electrical Services	-£246.75	150	62	£17,021.47	
05/05/2010	Dave Botterill - Painting	-£150.00	149	63	£16,871.47	
19/05/2010	School House Rent	£595.69	BGC	63	£17,467.16	
28/05/2010	COIF Dividend	£48.27	BGC	63	£17,515.43	
29/05/2010	Toby Pateman Architect	-£1,410.00	151		£16,105.43	
	Carried Forward	£16,105.43			£16,105.43	£64,024.91

Chelveston Village Hall Association

		TSB CURRENT A/C	CHQ. NO.	BANK ST'MT. NO.	TSB BALANCE	TSB Savings
06/04/2010	Brought Forward	£3,127.83		12	£3,127.83	£1,546.87
12/04/2010	Free Spirits	£39.00	CSH	12	£3,166.83	
12/04/2010	Chelveston WI, 7 Meetings	£110.50	CHQ	12	£3,277.33	
12/04/2010	U3A - February 2010, April 2010	£26.00	CSH	12	£3,303.33	
12/04/2010	Group 74 - 01/03	£13.00	CHQ	12	£3,316.33	
19/04/2010	NACRE Subscription	-£40.00	232	12	£3,276.33	
19/04/2010	Stanwick Cycling Club	£32.50	CSH	12	£3,308.83	
27/04/2010	Nightingale Fire Protection	-£26.60	233	12	£3,282.23	
22/04/2010	Powergen [E.ON] (Gas)	-£14.00	DD	12	£3,268.23	
22/04/2010	Powergen [E.ON] (Gas - refund)	£167.72	DD	12	£3,435.95	
25/04/2010	Powergen [E.ON] (Elec)	-£36.00	DD	12	£3,399.95	
29/04/2010	Powergen [E.ON] (Elec – debt)	-£344.84	DD	12	£3,055.11	
20/04/2010	NV Astronomers	£36.00	CSH	12	£3,091.11	
30/04/2010	Hairy Bikers Coffee Morning	£19.50	CSH		£3,110.61	
05/05/2010	Ian Donald (Cycling)	£13.00	CSH		£3,123.61	
06/05/2010	ENC Election 2010	£160.00	CHQ		£3,283.61	
12/05/2010	Ian Donald (Cycling)	£19.50	CSH		£3,303.11	
22/05/2010	Powergen [E.ON] (Gas)	-£14.00	DD		£3,289.11	
25/05/2010	Powergen [E.ON] (Elec)	-£54.00	DD		£3,235.11	
04/06/2010	Abington Piano Services	-£55.00	234		£3,180.11	
	Carried Forward	£3,180.11			£3,180.11	£1,546.87

Millenium Garden Fund

		TSB CURRENT A/C	CHQ. NO.	BANK ST'MT. NO.	TSB BALANCE	
06/04/2010	Brought Forward	£1,314.40			£1,314.40	
	No transactions					
	Carried Forward	£1,314.40			£1,314.40	

The Clerk presented a report on the finances of the Trusts as of 28th May 2010. The minutes show the actual position on the 4th June 2010 following receipt of the bank statements for all accounts. The apparent £4,000.00 change in the savings of the Village Hall Association was an error in the 28th May 2010 report which didn't reflect a transfer of funds on 8th March 2010 to the Village Hall Association Current account which was used to pay the arrears in rent and insurance to the foundation.

9.2. Bank statements

Chelveston School Trustees - The bank statements for April and May (statements 62 and 63) have arrived and have been reconciled.

Chelveston Village Hall Association – The bank statements for April (statement 12) have arrived and have been reconciled. Bank statements for May are awaited.

10. School House Maintenance/Development

The Clerk reported that the humidistat fan has been fitted and there are no outstanding jobs. The Clerk also reported that the tenants have made an offer on another house in the Village and will almost certainly not be renewing their lease at the end of it. Martin Pendered has inspected the property and reported minor cracks to plasterwork throughout. They have suggested that this be attended to before the next tenants take up residence.

11. Village Hall Maintenance/Development

No progress has been made on the exterior lighting.

Pieter Mommersteeg opened the debate on the financing of the proposed Village Hall redevelopment. It was clear that a loan may be required but it was agreed that this cannot be contemplated until a clear business plan had been produced. This must establish that the new Village Hall can generate net income in order to further the educational aims of the Foundation. Pieter agreed to work with the Clerk to devise an overall financial strategy for the Foundation will then be used to set objectives for the Village Hall Committee.

12. Date of next meeting

Friday 6th August 2010 at 3pm in the Village Hall

Signed as a true record of proceedings



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