

**Minutes of the Meeting of the Trustees of the Educational Foundation of Abigail Bailey
and Ann Levett and the Chelveston Village Hall Association**

on Friday 6th August 2010 held at School House at 3pm

Present:

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

1. Apologies for Absence

Malcolm sent apologies after the meeting for having the wrong date in his diary. Subsequent to the meeting he spent an hour with the Clerk inspecting the Village Hall and School House.

2. Minutes of last meeting

The meetings of the last meeting were approved and signed by the Chairman to be added to the minute book.

3. Appointment of a new Trustee

The Clerk and Arthur Wright had approached Malcolm Russen as agreed and confirmed that he was willing to serve as a Trustee and has the business experience and local interest that would be a valuable addition to the Board of Trustees.

Resolved: That Malcolm Russen be appointed to the casual Trustee vacancy to serve until 31st May 2011

Proposed: Grant Brockhouse

Seconded: Arthur Wright

Carried: Unanimously

Malcolm has received the governing documents of the charity and has signed the Declaration of Fitness for Office and Willingness to Serve.

The Clerk was directed to inform the Charity Commission accordingly.

4. Report on urgent actions undertaken by the Clerk

The Clerk attended the Agent's inspection of School House held on 28th July 2010. The tenant had clearly left the premises in good order and the Clerk authorised the repayment of the deposit.

5. Winding up of the Chelveston Village Hall Association

5.1. Approving the Draft Accounts of the Association

The Trustees reviewed the closing accounts of the Association. The Association made a loss of **£82.36** for the year ending 31st July 2010 following a late surge in bookings. There would have been a small profit were it not for the Clerk's expenses of £122.42. Expenses covered new locks and keys (£80.00), printing of the Trustees' Annual Report (£27.20) and cleaning supplies (£17.93). The remainder was stationery and postage. The closing balance for the Association was **£5158.01** all held in the Lloyds TSB current account.

Resolved: To approve the closing accounts of the Chelveston Village Hall Association

Proposed: Grant Brockhouse

Seconded: Michael Smith
Carried: Unanimously

5.2. Signing the Deed of Assignment

The Trustees signed the Deed of Assignment twice in their capacity as Trustees of both Charities. The Deed assigns all the Assets of the Chelveston Village Hall Association across to the Educational Foundation of Abigail Bailey and Ann Levett.

5.3. Signing the Declaration of Dissolution

The Trustees signed the Declaration of Dissolution of the Chelveston Village Hall Association which will be submitted to the Charity Commission to trigger the removal of the Association from the register of charities.

All of the documentation above will now be sent to the Charity Commission.

5.4. Banking arrangements for the Chelveston Village Hall Committee

The Trustees signed a new mandate for the Chelveston Village Hall Association current account. Pending discussions with the Management Committee, Cllr Adrian Dale remains a signatory along with Penelope Hughes, Arthur Wright and Michael Smith. The current account name will be changed to "Chelveston Village Hall".

6. Matters arising from the last meeting

6.1. Banking mandates

There was still a problem with the Lloyds TSB mandate prior to the meeting with all statements still being sent to Michael Foulger. The Manager of Lloyds TSB has been contacted repeatedly to resolve this. A call was received on Wednesday 4th August 2010 confirming that the final arrangements had been made and would take effect in September. The Clerk will maintain pressure until this is resolved.

6.2. Replacement of exterior lighting

No progress made

7. Finances of the Trusts (as of 6th August 2010)

7.1. Receipts and payments

Chelveston School Trustees (309769)

2010	DESCRIPTION	TSB CURRENT A/C	CHQ. NO.	BANK ST'MT. NO.	TSB BALANCE	STD.LIFE A/C
	Brought Forward	£16,105.43			£16,105.43	£64,024.91
29/05/2010	Toby Pateman Architect	-£1,410.00	151	64	£16,105.43	
16/06/2010	Millennium Garden Project xfer	£1,314.40		64	£17,419.83	
17/06/2010	School House Rent	£595.69		64	£18,015.52	
01/07/2010	INTEREST CURRENT A/C	£12.41		64	£18,027.93	
16/07/2010	School House Rent	£293.74		65	£18,321.67	
	Carried Forward	£18,321.67			£18,321.67	£64,024.91

Chelveston Village Hall Association (266486)

		TSB CURRENT A/C	CHQ. NO.	BANK ST'MT. NO.	TSB BALANCE	TSB Savings
	Brought Forward	£3,180.11			£3,180.11	£1,546.87
06/06/2010	Christine Clay - Wedding	£45.50	BGC	14	£3,225.61	
11/06/2010	Nick Rhodes - LAN Party	£300.00	BGC	14	£3,525.61	
16/06/2010	Interest Flexible savings A/C	£0.00	BGC		£3,525.61	£0.45
16/06/2010	Interest special notice A/C	£0.00	BGC		£3,525.61	£5.14
16/06/2010	Transfer to current A/C	£374.43	BGC	14	£3,900.04	-£374.43
16/06/2010	Transfer to current A/C	£1,178.03	BGC	14	£5,078.07	-£1,178.03
22/06/2010	Powergen [E.ON] (Gas)	-£14.00	DD	14	£5,064.07	
25/06/2010	Powergen [E.ON] (Elec)	-£54.00	DD	14	£5,010.07	
14/07/2010	Chelveston WI, 5 meetings	£65.00	CHQ	14	£5,075.07	
01/07/2010	Interest Current A/C	£2.86	BGC	14	£5,077.93	
08/07/2010	Konrad Barrick - 08/07	£17.50	CSH		£5,095.43	
09/07/2010	Group 74 - April/June	£26.00	CHQ		£5,121.43	
25/06/2010	Free Spirts - April/May/June 2010	£39.00	CSH		£5,160.43	
11/07/2010	Konrad Barrick - 11/07	£14.00	CSH		£5,174.43	
19/07/2010	Konrad Barrick - 18/07	£21.00	CSH		£5,195.43	
12/07/2010	Parish Council - Jan-July 2010	£91.00			£5,286.43	
19/07/2010	Nene Valley Astronomers	£36.00			£5,322.43	
22/07/2010	Powergen [E.ON] (Gas)	-£14.00	DD		£5,308.43	
23/07/2010	Debi James	£6.50	CSH		£5,314.93	
25/07/2010	Powergen [E.ON] (Elec)	-£54.00	DD		£5,260.93	
28/07/2010	Ian Donald (Cycling)	£19.50			£5,280.43	
29/07/2010	Clerk's Expenses 03/02-31/07	-£122.42	236		£5,158.01	
	Carried Forward	£5,158.01			£5,158.01	£0,000.00

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	
	Millennium Garden Project xfer	-£1,314.40		16		
	Carried Forward	£0,000.00			£0,000.00	

7.2. Bank statements

Chelveston School Trustees - The bank statements for April and May (statements 64 and 65) have arrived and have been reconciled.

Chelveston Village Hall Association – The bank statements for June (statement 14) has been reconciled. Bank statements for July are awaited but the balance position was verified by a phone call to the branch on 4th August 2010.

Millenium Garden Fund – The closing statement has been received.

8. School House Maintenance/Development

The Trustees inspected the property and were delighted at the state it was left in by the previous tenants. The Clerk was directed to send a letter of appreciation to the Parrish Family. It was noted that the Parrish family had left a high quality dining table and chairs, a gas cooker and dishwasher.

It was agreed that the electrical system needed updating to replace the old Bakelite sockets and to add sockets to the bedrooms and office. The Clerk was directed to proceed with the work.

Whilst the décor overall is good, there are many settlement cracks which need attention and the front door needs extensive repair or replacement. The Clerk was directed to proceed with the work ASAP in order to get the property ready for rental as quickly as possible.

There are clearly residual issues with rodents and so advice needs to be taken from the ENC Pest Control officer. The Clerk was directed to arrange this.

9. Village Hall Maintenance/Development

The Trustees inspected the Village Hall and noted how clean and tidy it now was following the work of the Committee (particularly Roger and Christine Clay). It was agreed that security to the rear needed to be improved and the Clerk was directed to address this ASAP.

It was also agreed that the opportunity should be taken to extend the Village Hall garden by moving the garden boundary to be aligned with the extent of the Village Hall. The Clerk was directed to draw up a plan and proposal for using the additional space.

The state of the kitchen and toilets were again reviewed and it was agreed improvement was indeed needed. However, it was noted that we may need to have a more modest plan than put together by Toby Pateman as the finances will not support £140,000 worth of investment. We need to get input from builders to discuss possible options. The Clerk was directed to arrange this.

In view of this, the Clerk was directed to re-open the quotations on replacement of the guttering to the front of the Village Hall and School House.

10. Business Planning

Pieter Mommersteeg reviewed the finances of the Foundation. It was clear from his analysis that the Village Hall will do well to break even as a facility and cannot therefore service any loans or provide a return on any investment. The Foundation must therefore see the operation of the Village Hall as part of its charitable activities for the time being and not as an income generator. The £5,158.01 in the Village Hall current account will be reserved for use by the Management Committee in running the Village Hall and upgrading facilities (tables, chairs etc). The day to day Village Hall operations will not normally have a call on Foundation funds above and beyond this reserve. Any large scale re-investment in Village Hall facilities will be the subject of an annual business planning exercise.

The refurbished and re-let School House will therefore be the major source of income as investment income is currently so low (around about £1,000 per annum). Realistically however, we should assume that the 2010 income from School House will be wholly absorbed by refurbishment costs and by loss of income whilst the work is being done. However, this must be viewed as an investment in an improved future income stream.

Pieter argued strongly that the Foundation must now begin its charitable works by establishing a bursary fund. The fund would operate by the Trustees making an allocation of funds each year for the forthcoming year. These funds would be drawn down from accumulated reserves rather than current income.

Resolved: For 2011 a bursary fund of £3,000 will be established
Proposed: Pieter Mommersteeg
Seconded: Grant Brockhouse
Carried: Unanimously

Penny Hughes was asked to work with the Clerk to establish the criteria and mechanism for awarding the bursaries in 2011.

11. Date of next meeting

Friday 1st October 2010 at 3pm in the Village Hall

Signed as a true record of proceedings



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