

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 19th November 2010 held at the Village Hall at 4pm

Present:

Pieter Mommersteeg (Vice Chair), Penny Hughes, Michael Smith, Arthur Wright, Malcolm Russen, Fr. Grant Brockhouse, Cllr Adrian Dale (Clerk)

1. Apologies for Absence

Father Grant Brockhouse joined the meeting at 4:25pm, having been interviewing in Finedon until 4pm.

2. Minutes of last meeting

The meetings of the last meeting were approved and signed by the Vice Chairman. The minutes of the August meeting were signed by the Chairman.

3. Report on urgent actions undertaken by the Clerk

3.1 Appointment of new agents & granting of new tenancy

Following a suggestion from Pieter Mommersteeg and Arthur Wright, Charles Orlebar and GD Properties were interviewed as potential agents for School House following the disappointing performance of Martin Pendered in finding new tenants.

Charles Orlebar were appointed and they secured new tenants within a week – Dr Kevin Owen and Ms Vanessa Charles. They have two sons aged 8 and 9. Rent of £700 pcm has been agreed and the tenants will supply BT Broadband to the Village Hall.

Charles Orlebar have offered free tenant insurance for 6-months and then annual insurance at a cost of £150/tenant thereafter. The Clerk was directed to get details of the insurance coverage before a decision is taken at the next meeting.

3.2. Servicing of gas appliances

As we could not evidence the servicing of appliances within the last 18 months, the Clerk asked Nick Bird to do a service before the tenants moved in. He was not available and the alternative engineer he suggested didn't make contact. The Clerk therefore asked Dean Harper from Duchy Close to step in at short notice. He completed a full service and certification (paperwork awaited).

3.3 Leak on hot water cylinder

Dean advised that there is a pin hole leak on the return arm of the hot water cylinder coil causing the encrustation observed at the last inspection. He advised that the repair wait until the spring as the heating system would need to be drained. This is likely to be necessary anyway as the central heating system appears to be heavily sludged.

3.4 Earth bonding of the gas system

Dean advised that there was no bonding of the gas system and advised that this should be completed to comply with the gas certification. This was completed by the Clerk.

4. Matters arising from the last meeting

4.1. Village Hall Guttering

This was finally completed (delayed materials) on Thursday 18th November to a very high standard by Gary Hewitt. The invoice is awaited.

4.2. Gravelling of the path

The Clerk completed the gravelling of the path of School House on 11th November 2010 before the new tenants took possession

4.3. Replacement of exterior lighting

Refurbishment of the Village Hall light has been completed and the new light was installed in October. It has been well received by Hall users.

4.4. Input from local builders on options for development

Pieter Mommersteeg and the Clerk met with Gary Hewitt to discuss building options. Gary recommends staying 450mm away from the row of drains. He also urged the Trustees to consider a flat roof (perhaps hidden by a parapet). He agreed to look at rough designs that the Clerk would provide and give us an estimate.

5. Finances of the Trusts (as of 19th November 2010 – **incl post meeting adjustments**)

5.1. Receipts and payments

Chelveston School Trustees

2010	DESCRIPTION	TSB CURRENT A/C	CHQ. NO.	BANK ST'MT. NO.	TSB BALANCE	STD.LIFE A/C
	Brought Forward	£11,540.67			£11,540.67	£64,024.91
20/10/2010	Charles Orbelar - EPC	-£88.12	161	68	£11,452.55	
29/10/2010	Interest – Standard Life	£561.49			£11,452.55	£561.49
19/11/2010	Clerk's Expenses	-£35.17	162		£11,417.38	
17/11/2010	Dean Harper - Gas servicing	-£170.00	163		£11,247.38	
19/11/2010	School House Rent - Setup fees	£25.12	BGC		£11,272.50	
	Carried Forward	£11,272.50			£11,272.50	£64,586.40

ARD = Cash Received then BGC
payment direct to V/Hall A/C

Chelveston Village Hall

2010	DESCRIPTION	Payments	Paid by:	BANK ST'MT. NO.	TSB BALANCE	
	Brought Forward	£5,158.01			£5,158.01	
04/08/2010	Ian Donald - Cycling	£19.50	CSH	16	£5,177.51	
06/08/2010	Preserve meeting	£15.00	CSH	16	£5,192.51	
11/08/2010	Ian Donald - Cycling	£19.50	CSH	16	£5,212.01	
22/08/2010	Powergen [E.ON] (Gas)	-£22.00	DD	16	£5,190.01	
25/08/2010	Powergen [E.ON] (Elec)	-£92.00	DD	16	£5,098.01	
18/08/2010	Macmillan Coffee Morning (2009)	£20.00	ARD	17	£5,118.01	
19/08/2010	U3A	£14.00	ARD	17	£5,132.01	
08/09/2010	WI September Meeting	£14.00	CHQ	17	£5,146.01	

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2010	DESCRIPTION	Payments	Paid by:	BANK ST'MT.	TSB BALANCE
10/09/2010	Julia Palmer - Dance class	£7.50	ARD	17	£5,153.51
16/09/2010	Anglian Water	-£41.83	DD	17	£5,111.68
19/09/2010	Numplumz - Jack Petersen	£50.00	BGC	17	£5,161.68
22/09/2010	Powergen [E.ON] (Gas)	-£22.00	DD	17	£5,139.68
24/09/2010	Macmillan Coffee Morning (2010)	£14.00	CSH	17	£5,153.68
25/09/2010	Powergen [E.ON] (Elec)	-£92.00	DD	17	£5,061.68
01/10/2010	Furniture (tables & trolley)	-£1,355.27	256	17	£3,706.41
02/10/2010	Julia Palmer - Childrens' Party	£30.00	ARD	17	£3,736.41
16/08/2010	Nene Valley Astronomers	£14.00	BGC	17	£3,750.41
20/09/2010	Nene Valley Astronomers	£14.00			£3,764.41
03/10/2010	Harvest Festival - Equipment Hire	£10.00	ARD	18	£3,774.41
30/09/2010	Sharron Smart - Singing Group	£14.00	CHQ	19	£3,788.41
06/09/2010	Group 74	£14.00	CHQ	19	£3,802.41
04/10/2010	Group 74	£14.00			£3,816.41
09/10/2010	Yvette Richardson - Party	£35.00	ARD	19	£3,851.41
22/10/2010	LAN Summers 22-24 Oct	£260.00	BGC	19	£4,111.41
21/10/2010	Adrian Dale - install new heater	-£35.54	257	19	£4,075.87
21/10/2010	Adrian Dale - install front light	-£22.95	258	19	£4,052.92
22/10/2010	Powergen [E.ON] (Gas)	-£22.00	DD	19	£4,030.92
25/10/2010	Powergen [E.ON] (Elec)	-£92.00	DD	19	£3,938.92
20/09/2010	Free Spirits	£14.00	ARD	19	£3,952.92
18/10/2010	Free Spirits	£14.00			£3,966.92
13/09/2010	Parish Council Sept Meeting	£15.00	CHQ		£3,981.92
11/10/2010	Parish Council Oct Meeting	£15.00			£3,996.92
13/10/2010	WI October Meeting	£14.00			£4,010.92
14/10/2010	Sharron Smart - Singing Group	£7.50			£4,018.42
18/10/2010	Nene Valley Astronomers	£14.00			£4,032.42
23/10/2010	Hire of Burco boiler - church	£5.00	ARD	19	£4,037.42
25/10/2010	Adrian Dale - frost stat/washers	-£16.00	Owed ARD		£4,021.42
27/10/2010	Adrian Dale - Cleaning supplies	-£13.98	Owed ARD		£4,007.44
29/10/2010	Julia Palmer - Dance class	£2.50	ARD	19	£4,009.94
28/10/2010	Sharron Smart - Singing Group	£10.50			£4,020.44
01/11/2010	Parish Council Nov Meeting	£15.00	CHQ		£4,035.44
02/11/2010	Group 74	£14.00	CHQ		£4,049.44
10/11/2010	WI October Meeting	£14.00			£4,063.44
11/11/2010	Sharron Smart - Singing Group	£10.50			£4,073.94
15/11/2010	Free Spirits	£14.00			£4,087.94
15/11/2010	Nene Valley Astronomers	£14.00			£4,101.94
15/11/2010	WI Donation towards a new table	£76.37	CHQ		£4,178.31
18/11/2010	U3A	£14.00	ARD		£4,192.31
18/11/2010	Sharron Smart - Singing Group	£10.50			£4,202.81
	Carried Forward				£4,202.81
	Debtors	£138.00			
	Creditors	£29.98			

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Clerk's School Trustees Expenses

Date	Supplier	Expense	ST
27/10/2010	Toselands	Gravel for path	£4.35
04/11/2010	Toselands	Gravel for path	£4.58
15/11/2010	Toselands	Gravel for path	£11.63
16/11/2010	Denmans	Materials for bonding gas system	£13.02
16/11/2010	Raunds Hardware	Gas cupboard key	£1.59
Totals		Repaid cheque 000162	£35.17

CHELVESTON VILLAGE HALL COMMITTEE

RECEIPTS AND PAYMENTS ACCOUNT FOR THE QUARTER ENDED 31st OCT 2010

Accruals in blue

INCOME	Target	Q1	EXPENDITURE	Budget	Q1
Operating Income			Operating Expenditure		
Hall Lettings	£2,500.00	£662.00	Insurance	£750.00	£177.53
Equipment Hire	£0.00	£10.00	Gas	£264.00	£66.00
			Electricity	£1,104.00	£276.00
Events			Water	£65.00	£41.83
Carol Evening	£130.00		Fees/Licences/Subscriptions	£90.00	£22.50
			Repairs / Maintenance	£180.00	£58.49
			Supplies		
			Cleaning	£50.00	
			Event catering	£40.00	
Total Operating Income	£2,630.00	£672.00	Total Operating Expenditure	£2,543.00	£642.35
Interest			Equipment Purchases		
Cheque Account	£3.00	£0.00	Tables and trolley	£1,355.27	£1,355.27
			Hoover & IT/PA System	£644.73	
Donations & Grants			Grants		
			Salvation Army	£90.00	
TOTAL INCOME	£2,633.00	£672.00	TOTAL EXPENDITURE	£4,633.00	£1,997.62

BALANCE SHEET FOR THE QUARTER ENDED 31st OCT 2010

Assets B/F	Whole Yr	Start Q1	Assets C/F	Whole Yr	End Q1
Equipment Fund	£2,000.00	£2,000.00	Equipment Fund	£500.00	£644.73
General Reserves	£3,158.01	£3,158.01	General Reserves	£2,658.01	£3,466.68
Current (Cheque) Account	£5,158.01	£5,158.01	Current (Cheque) Account	£3,158.01	£4,111.41
Creditors B/F			Debtors C/F		
Debtors B/F			WI		£14.00
			Singing group		£7.50
Ops & Improvements			Nene Valley Astronomers		£14.00
Operating Surplus	£87.00	£29.65	Parish Council		£30.00
Equipment Expenditure	-£2,000.00	-£1,355.27	Free Spirits		£28.00
Grants	-£90.00				
Interest			Creditors C/F		
Cheque Account	£3.00		Gas		-£22.00
Accruals			Electricity		-£92.00
Insurance		£177.53	Clerk's Expenses		-£58.49
Fees/Licences/Subs		£22.50			
TOTAL ASSETS C/F	£3,158.01	£4,032.42	TOTAL ASSETS C/F	£3,158.01	£4,032.42

5.2. Bank statements

Bank statements for October have been received and reconciled.

6. Report from the Village Hall Committee

The committee met in October and agreed that they would use the Carol Concert as their first major event. A new heater has been installed in the kitchen and a stronger lock has been installed on the fire escape. The Village Hall sign is being refurbished by Clive Wood of Rushden.

7. Educational Bursary Criteria

The Trustees debated the details of the proposed criteria for the award of Educational Grants to young people in the Parish. The following points were made:

- The emphasis should be on local colleges/institutions and so the institutions should be within **25 miles** radius of the Parish Church.
- The grants should be considered to be a one-off sum of money to help the individual **get started** on their training for their chosen career. This is not to be considered an annual grant, although the Trustees may at their discretion make more than one award to an individual if each case is well presented and deserving.
- Grants would normally only be made to individuals who would otherwise find it difficult to begin their training because alternative resources were not available.
- The application process will involve the individual making a case in writing and then to a sub-committee of Trustees explaining:
 - Why they wish to pursue this career and the likelihood of employment in it
 - The nature of the training involved and the specific support they need to get started.
 - Why they in particular need and deserve the support.
- A call would go out after Christmas with the first closing date of 31st March 2011.

The Clerk was directed to draw up revised criteria for circulation and discussion.

8. Date of next meeting

Friday 11th February 2011 – 3pm, Village Hall

Signed as a true record of proceedings



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