

**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 11<sup>th</sup>  
February 2011 held at the Village Hall at 3pm**

**Present:**

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

**2011.1. Apologies for Absence**

Arthur Wright had a speaking engagement and was unable to attend.

**2011.2. Minutes of last meeting**

The minutes of the last meeting were approved and signed by the Chairman. It was agreed that the 1968-2010 minute book should be repaired and that future minutes should be kept loose leaf to be bound at a later date in appropriate volumes.

**2011.3. Report on urgent actions undertaken by the Clerk**

**Freezing of water pipes in Village Hall and School House**

It proved very difficult to keep the water pipes in the Village Hall free from ice during December and early January. The frost stat heater operated correctly, but was unable to keep the un-insulated building warm enough. Even though it was flushed twice a day, the toilet cistern in the gents froze solid four times and all of pipes froze (from the main in the main hall through to the kitchen) on one occasion. For a week it was necessary to put the heaters in the toilets on full power and to use the additional 1KW heater in the kitchen. To thaw the main pipe run, the main hall heaters were run for 4 hours. Fortunately, the pipes showed no leaks as a result. Unfortunately, it was not possible to turn off the main stop cock to guard against future leaks.

In School House the bath outlet pipe froze and had to be thawed with boiling water.

**Action:** The Clerk was directed to arrange for the stop cock to be freed up.

**2011.4. Matters arising from the last meeting**

**(a) Tenant insurance**

**The question of tenant insurance was discussed by the Trustees and it was agreed** that the Clerk should arrange to take up tenant insurance if the agents deemed it was necessary.

**(b) Gas servicing paperwork**

This has been received and forwarded to Charles Orlebar for their records.

**2011.5. Finances of the Trusts (as of 11th February 2011 – incl. adjustments)**

**(a) Trustees' Annual Report**

The 2010 Trustees' Annual Report was approved by the Trustees for publication and submission to the Charity Commission.

**(b) Receipts and payments**

**Chelveston School Trustees**

2010	DESCRIPTION	TSB CURRENT A/C	CHQ. NO.	BANK ST'MT. NO.	TSB BALANCE	STD.LIFE A/C
	<b>Brought Forward</b>	<b>£11,272.50</b>			<b>£11,272.50</b>	<b>£64,586.40</b>
30/11/2010	COIF DIVIDEND	£56.11	BGC	69	£11,328.61	
16/12/2010	Hewitt Building Co.(Guttering)	-£2,079.75	000166	70	£9,248.86	
24/12/2010	School House Rent (Dec)	£617.75	BGC	70	£9,866.61	
31/12/2010	Clerk's Expenses - Fuel Bills	-£97.96	000165		£9,768.65	
	<b>Carried Forward to 2011</b>	<b>£9,768.65</b>			<b>£9,768.65</b>	<b>£64,586.40</b>

**Chelveston School Trustees**

2011	DESCRIPTION	TSB CURRENT A/C	CHQ. NO.	BANK ST'MT. NO.	TSB BALANCE	STD.LIFE A/C
	<b>Brought Forward</b>	<b>£9,768.65</b>			<b>£9,768.65</b>	<b>£64,586.40</b>
01/01/2010	Insurance - School House	-£186.86	000164	71	£9,581.79	
19/01/2011	School House Rent	£616.00	BGC	71	£10,197.79	
11/02/2011	Printing of grant leaflets	-£26.00	000167		£10,171.79	
	<b>Carried Forward</b>	<b>£10,171.79</b>			<b>£10,171.79</b>	<b>£64,586.40</b>

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

**Chelveston Village Hall**

2010	DESCRIPTION	Payments	Paid by:	BANK ST'MT.	TSB BALANCE	
	<b>Brought Forward</b>	<b>£5,158.01</b>			<b>£5,158.01</b>	
21/11/2010	Vicky Abbott - birthday party	£30.00	ARD	20	£4,153.79	
22/11/2010	Powergen [E.ON] (Gas)	-£22.00	DD	20	£4,131.79	
25/11/2010	Powergen [E.ON] (Elec)	-£92.00	DD	20	£4,039.79	
27/11/2010	WI Christmas Fayre	£14.00	ARD	20	£4,053.79	
28/11/2010	Julia Palmer - Dance class	£7.50	ARD	20	£4,061.29	
15/11/2010	Free Spirits	£14.00	ARD	21	£4,075.29	
13/12/2010	Free Spirits	£14.00		21	£4,089.29	
16/12/2010	U3A	£21.00	ARD	21	£4,110.29	
09/12/2010	Clive Wood - Village Hall Sign	-£100.00	000260	21	£4,010.29	
14/10/2010	Sharron Smart - Singing Group	£7.00		21	£4,017.29	
28/10/2010	Sharron Smart - Singing Group	£10.50	CHQ	21	£4,027.79	
11/11/2010	Sharron Smart - Singing Group	£10.50		21	£4,038.29	
18/11/2010	Sharron Smart - Singing Group	£10.50		21	£4,048.79	
13/10/2010	WI October Meeting	£14.00		21	£4,062.79	
10/11/2010	WI November Meeting	£14.00	CHQ	21	£4,076.79	
01/12/2010	WI December Meeting	£14.00		21	£4,090.79	
18/12/2010	Carol Evening takings	£87.00	ARD	21	£4,177.79	
	<b>Carried Forward</b>	<b>£4,177.79</b>			<b>£4,177.79</b>	

2010	DESCRIPTION	Payments	Paid by:	BANK ST'MT.	TSB BALANCE	
	<b>Brought Forward</b>	<b>£4,177.79</b>			<b>£4,177.79</b>	
25/10/2010	Adrian Dale - Waterwise - frost stat/washers	-£16.00		21	£4,161.79	
27/10/2010	Adrian Dale - Cleaning supplies/towels	-£13.98		21	£4,147.81	
16/12/2010	Adrian Dale - Cleaning supplies	-£5.63		21	£4,142.18	
29/11/2010	Wireless Access Point	-£41.28		21	£4,100.90	
17/12/2010	Vacuum Cleaner	-£32.97		21	£4,067.93	
22/12/2010	Powergen [E.ON] (Gas)	-£22.00	DD	21	£4,045.93	
25/12/2010	Powergen [E.ON] (Elec)	-£92.00	DD	21	£3,953.93	
18/12/2010	Salvation Army Band	-£80.00	000262	22	£3,873.93	
18/10/2010	Nene Valley Astronomers	£14.00			£3,887.93	
15/11/2010	Nene Valley Astronomers	£14.00			£3,901.93	
26/11/2010	Nene Valley Astronomers - observation night	£5.00	026	22	£3,906.93	
20/12/2010	Nene Valley Astronomers	£14.00			£3,920.93	
13/12/2010	Parish Council Dec Meeting	£15.00			£3,935.93	Debtor
	<b>Carried Forward to 2011</b>	<b>£3,935.93</b>			<b>£3,935.93</b>	

2011	DESCRIPTION	Payments	Paid by:	BANK ST'MT.	TSB BALANCE	
	<b>Brought Forward from 2010</b>	<b>£3,935.93</b>			<b>£3,935.93</b>	
01/01/2011	Ecclesiastical Insurance	-£727.63	000259	22	£3,208.30	
09/01/2011	Julia Palmer - Dance class	£11.25	ARD	22	£3,219.55	
20/01/2011	U3A	£15.00	ARD	22	£3,234.55	
22/01/2011	Powergen [E.ON] (Gas)	-£22.00	DD	22	£3,212.55	
23/01/2010	Julia Palmer - Dance class	£12.00	ARD	22	£3,224.55	
25/01/2011	Powergen [E.ON] (Elec)	-£92.00	DD	22	£3,132.55	
29/01/2011	Penny Ellis/Crandon - Birthday Party	£30.00	ARD	22	£3,162.55	
31/01/2011	PRS to 05/01/2011	-£49.20	000263	22	£3,113.35	
05/02/2011	Bernadine Miller - Birthday Party	£20.00	ARD	22	£3,133.35	
06/02/2011	Julia Palmer - Dance class	£11.30	ARD		£3,144.65	
10/01/2011	Parish Council Jan Meeting	£15.00			£3,155.15	Debtor
12/01/2011	WI January Meeting	£14.00			£3,160.15	Debtor
17/01/2011	Free Spirits	£14.00			£3,175.15	Debtor
06/01/2011	Sharron Smart - Singing Group	£10.50			£3,189.15	Debtor
20/01/2011	Sharron Smart - Singing Group	£10.50			£3,203.15	Debtor
20/01/2011	Sharron Smart - Singing Group	£10.50			£3,217.15	Debtor
07/01/2011	Nene Valley Astronomers - observation night	£5.00			£3,227.65	Debtor
17/01/2011	Nene Valley Astronomers	£14.00			£3,238.15	Debtor
28/01/2011	Nene Valley Astronomers - observation night	£5.00			£3,243.15	Debtor
	<b>Carried forward</b>	<b>£3,243.15</b>			<b>£3,243.15</b>	

Two cheques were signed during the meeting:

**000165** – end of 2010 fuel bills paid by the Clerk in November at the start of the new tenancy.

**000167** – printing of Educational Grant letters by the Parish Council.

**(c) Bank statements**

Bank statements for November, December and January have been received and reconciled for the Chelveston School Trustees accounts.

Bank statements for November, December and January have been received and reconciled for the Village Hall account. The closing balance on 4<sup>th</sup> February 2011 is £2.00 in error when compared to the accounts. This reflects an over payment by the Nene Valley Astronomers. This will be corrected on their January 2011 invoice.

**2011.6. Report from the Village Hall Committee**

The Committee met on 16<sup>th</sup> December to complete arrangements for the Village Carol evening. Attendance at the Carol Service was disappointing. The Chairman commented that it might have been competing with the Save the Children Fund carol evenings in Higham Ferrers. The Committee will need to review the event for the future.

The Committee discussed the options for an extension and agreed that a hatch through from the kitchen to the main hall was important.

**2011.7. Village Hall Re-development**

The Trustees reviewed the sketched proposals for the Village Hall extension and agreed with the option which provided a hatch from the kitchen to the main hall.

Following a meeting on site with the Clerk and Vice Chairman, Gary Hewitt Builders had estimated building costs to be:

- o £68,400 (including VAT at 20%) in reclaimed brick
- o £76,800 (including VAT at 20%) in stone

Matched funds could be available from the Big Lottery Fund and from East Northamptonshire Council, but an application can only be made once planning permission has been granted. This will require plans to be drawn up, and so the clerk has sought quotes from two architects:

**Sidey Design**

DDA audit report	£150
Survey and detailed scheme drawing	£850
Planning work including Design Statement and application	£450
Meetings and general project admin	£300
Detailed design and Building Regulations application	£1500
Estimated planning fees	£670
To release any conditions	£85
Estimated building regulation fees	£170
Inspections	£510
	<hr/> <b>£4,685</b> <hr/>

All costs are plus VAT

**Neil van der Merwe**

Detailed drawings and follow through with ENC £475

Plus ENC fees

The Trustees were not convinced that the second architect was sufficiently experienced and really understood what was required.

The Clerk was directed to seek quotations from other local architects, including the architect used by the Church.

Examples of work from each of the architects should be made available for review at an extraordinary meeting of the Trustees.

The Vice Chairman pointed out that we should expect the overall costs to be of the order of £100,000 and should therefore ensure that the reserves put aside for the project should be £50,000. This may need some additional reserve building during the next 12 months and so we would need to consider the project for execution in 2012/2013.

**2011.8. Date of next meeting**

Friday 15<sup>th</sup> April 2011 – 3pm, Village Hall

Signed as a true record of proceedings



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