

**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 15<sup>th</sup> April 2011 held at the Village Hall at 3pm**

**Present:**

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

**2011.28 Apologies for Absence**

Arthur Wright and Penny Hughes were unable to be present. The meeting noted with sadness the death this week of Noel Morris who was a Trustee of the Foundation from 1983-2010.

**2011.29 Minutes of last meeting**

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

**2011.30 Report on urgent actions undertaken by the Clerk**

It proved necessary to empty the septic tank again less than a year since the last time. This is surprising given the fact that the house was empty for 3 months. This will be investigated when the extension work is undertaken.

**2011.31 Matters arising from the last meeting**

**(a) Tenant insurance**

Given the progress of the tenancy, the Trustees resolved not to take out tenancy insurance.

**(b) Stop cock**

A new stop cock was fitted free of charge by Dean Harper of Chelveston.

**(c) Binding of the minutes**

The Clerk presented the bound minutes from 1968-2010. The Trustee Register was discussed and it was agreed that this will be affixed inside as a historical record. The minutes will be deposited with the County Records Office once the Clerk of the Parish Council has extracted the necessary historical references from them.

**2011.32 Finances of the Trusts (as of 15th February 2011)**

**(a) Receipts and payments**

**Chelveston School Trustees**

2011	DESCRIPTION	Payments	CHQ. NO.	BANK ST'MT. NO.	TSB BALANCE	STD.LIFE A/C
	<b>Brought Forward</b>				<b>£10,171.79</b>	<b>£64,586.40</b>
25/02/2011	School House Rent	£616.00	BGC	72	£10,787.79	
28/02/2011	COIF DIVIDEND	£83.32	BGC	72	£10,871.11	
02/03/2011	Fine Book Bindery Ltd	-£100.00	000168	73	£10,771.11	
18/03/2011	School House Rent	£616.00	BGC	73	£11,387.11	
	<b>Carried Forward</b>				<b>£11,387.11</b>	<b>£64,586.40</b>

## Chelveston Village Hall

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

2010	DESCRIPTION	Payments	Paid by:	BANK ST'MT. NO.	TSB BALANCE	
	<b>Brought Forward</b>			<b>22</b>	<b>£3,133.35</b>	
06/02/2011	Julia Palmer - Dance class	£11.30	ARD	23	£3,144.65	
17/02/2011	U3A	£15.00	ARD	23	£3,159.65	
21/02/2011	Julia Palmer - Dance class	£7.50	ARD	23	£3,167.15	
22/02/2011	Powergen [E.ON] (Gas)	-£22.00	DD	23	£3,145.15	
25/02/2011	Powergen [E.ON] (Elec)	-£92.00	DD	23	£3,053.15	
28/02/2011	Table and Urn Hire	£10.00	ARD	23	£3,063.15	
07/01/2011	Nene Valley Astronomers	£5.00	BGC	24	£3,068.15	
17/01/2011	Nene Valley Astronomers	£14.00			£3,082.15	
28/01/2011	Nene Valley Astronomers	£5.00			£3,087.15	
05/03/2011	Jules - Birthday Party	£30.00	ARD	24	£3,117.15	
07/03/2011	Lan Summers Party	£260.00	BGC	24	£3,377.15	
06/01/2011	Singing Group	£10.50	CHQ	24	£3,387.65	
20/01/2011	Singing Group	£10.50			£3,398.15	
27/01/2011	Singing Group	£10.50			£3,408.65	
10/02/2011	Singing Group	£10.50			£3,419.15	
03/03/2011	Singing Group	£10.50			£3,429.65	
07/03/2011	Friends of St John	£5.00	ARD	24	£3,434.65	
14/03/2011	Cory - Septic Tank Empty	-£112.50	000264	24	£3,322.15	
10/01/2011	Parish Council Jan Meeting	£15.00	CHQ	24	£3,337.15	
14/02/2011	Parish Council Meeting	£15.00			£3,352.15	
14/03/2011	Parish Council Meeting	£15.00			£3,367.15	
22/03/2011	Powergen [E.ON] (Gas)	-£22.00	DD	24	£3,345.15	
23/03/2011	Anglian Water	-£34.90	DD	24	£3,310.25	
25/03/2011	Powergen [E.ON] (Elec)	-£92.00	DD	24	£3,218.25	
12/01/2011	WI January Meeting	£14.00	CHQ	24	£3,232.25	
09/02/2011	WI February Meeting	£14.00			£3,246.25	
09/03/2011	WI March Meeting	£14.00			£3,260.25	
27/03/2011	Julia Palmer - Dance class	£20.00	ARD	24	£3,280.25	
17/01/2011	Free Spirits	£14.00	ARD		£3,294.25	
21/02/2011	Free Spirits	£14.00			£3,308.25	
21/03/2011	Free Spirits	£14.00			£3,322.25	
31/03/2011	NACRE Subscription	-£40.00	000265		£3,282.25	
21/02/2011	Nene Valley Astronomers	£14.00			£3,296.25	
21/03/2011	Nene Valley Astronomers	£14.00			£3,310.25	Debtor
25/03/2011	Nene Valley Astronomers	£5.00			£3,315.25	
17/03/2011	Singing Group	£10.50			£3,325.75	Debtor
31/03/2011	Singing Group	£10.50			£3,336.25	
03/04/2011	Julia Palmer - Dance class	£10.00	ARD	24	£3,346.25	
08/04/2011	Nene Valley Astronomers	£5.00			£3,351.25	Debtor
06/04/2011	WI April Meeting	£14.00			£3,365.25	Debtor
13/04/2011	WI 90th Celebration	£17.50			£3,382.75	Debtor
	<b>Carried Forward</b>				<b>£3,382.75</b>	

## (b) Village Hall Quarterly Report

The report was presented to the Trustees who noted that the hall was still breaking even.

### CHELVESTON VILLAGE HALL COMMITTEE

#### Receipts and Payments for the 3 months ending 31st March 2011

Accruals & estimates in blue

INCOME	12 months	Jan-Mar	EXPENDITURE	12 months	Jan-Mar
<b>Operating Income</b>			<b>Operating Expenditure</b>		
Hall Lettings	£2,500.00	£691.55	Insurance	£727.63	£181.91
Equipment Hire	£0.00	£10.00	Gas	£264.00	£66.00
			Electricity	£1,104.00	£276.00
<b>Events</b>			Water	£70.00	£17.45
			Licences/Subscription	£89.20	£22.30
			Repairs / Maintenance	£180.00	£112.50
			<b>Supplies</b>		
			Cleaning	£50.00	£0.00
<b>Total Operating Income</b>	<b>£2,500.00</b>	<b>£701.55</b>	<b>Total Operating Expenditure</b>	<b>£2,484.83</b>	<b>£676.16</b>
<b>Interest</b>			<b>Equipment Purchases</b>	£0.00	£0.00
Cheque Account	£3.00	£0.00			
<b>Donations &amp; Grants</b>	£0.00	£0.00	<b>Grants</b>		
			Salvation Army	£80.00	£0.00
<b>TOTAL INCOME</b>	<b>£2,503.00</b>	<b>£701.55</b>	<b>TOTAL EXPENDITURE</b>	<b>£2,564.83</b>	<b>£676.16</b>

#### Balance sheet for the 3 months ending 31st March 2011

Assets B/F	12 months	Jan-Mar	Assets C/F	12 months	Jan-Mar
Lloyds 772106-04217360	£3,953.93	£3,953.93	Lloyds 772106-04217360	£3,892.10	£3,322.25
<b>Current Assets</b>	<b>£3,953.93</b>	<b>£3,953.93</b>	<b>Current Assets</b>	<b>£3,892.10</b>	<b>£3,322.25</b>
<b>Creditors B/F</b>			<b>Creditors C/F</b>		
Salvation Army		-£80.00	Julia Palmer		-£5.00
<b>Debtors B/F</b>			NACRE		-£40.00
Parish Council		£15.00			
Nene Valley Astronomers		£47.00			
<b>Operations/Improvements</b>					
Operating Surplus	£15.17	£25.39	<b>Debtors C/F</b>		
Equipment Expenditure	£0.00	£0.00	Singing Group		£21.00
Grants	-£80.00	£0.00	Nene Valley Astronomers		£33.00
Donations	£0.00	£0.00			
<b>Interest</b>					
Cheque Account	£3.00	£0.00			
<b>Accruals</b>					
Insurance		-£545.72			
Licences/Subscription		-£66.90			
Water		-£17.45			
<b>TOTAL ASSETS C/F</b>	<b>£3,892.10</b>	<b>£3,331.25</b>	<b>TOTAL ASSETS C/F</b>	<b>£3,892.10</b>	<b>£3,331.25</b>

**(c) Bank statements**

Bank statements for February and March have been received and reconciled for the Chelveston School Trustees accounts and Village Hall accounts.

**2011.33 Report from the Village Hall Committee**

The Committee met on 15<sup>th</sup> March. Publicity options were discussed and it was agreed that a PVC advertising banner be purchased for occasional use on the fence outside to attract passing traffic. The design of advertising cards was also agreed and these have been placed in the pub and Lancaster Farm shop. The Committee also discussed the purchase of a semi-commercial cooker for use in the kitchen before the extension was completed. This would be purchased from Village Hall funds. The Trustees agreed to support this purchase and agreed to the modification of the gas supply to accommodate it.

**2011.34 Village Hall Re-development**

Following agreement by email, Toby Pateman has been retained as the architect. He has begun the design process and has raised some concerns over the roof design proposed. The merits of a flat roof were discussed and the challenges of adding a maintainable parapet were also considered. A site meeting will be held with the architect to discuss this on his return from holiday.

**2011.35 Educational Bursary**

No responses have been received for this year's call for applications. The Trustees agreed to hold the monies in reserve and asked the Clerk to publicise the fund at every opportunity.

**2011.36 Education of Village Trustees and Annual Public Meeting**

It was agreed that the Annual Public Meeting of the Foundation will be held during the Annual Parish Assembly on 2<sup>nd</sup> May 2011. The three existing Village Trustees would be nominated for election for a further term. The accounts and Trustees' Annual Report would be presented.

**2011.37 Date of next meeting**

Friday 27<sup>th</sup> May 2011 – 3pm, Village Hall or before if the architect needs an on site meeting.

Signed as a true record of proceedings



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