

**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 17<sup>th</sup> June 2011 held at the Village Hall at 1pm**

**Present:**

Pieter Mommersteeg (Chair), Michael Smith, Penny Hughes, Arthur Wright, Cllr Martin Emerson, Cllr Adrian Dale (Clerk)

**2011.28 Apologies for Absence**

The Clerk apologised for rearranging the meeting at late notice. Malcolm Russen was unable to attend the rearranged meeting. The meeting noted with regret the illness of Fr Grant Brockhouse.

All the Trustees present signed their declaration of office.

**2011.29 Minutes of last meeting**

The minutes of the last meeting were approved and will be signed by Fr Grant Brockhouse (who chaired the meeting) when he recovers.

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

**(a) Jammed taps in School House utility**

The hot water tap jammed in the on position in the utility. Unfortunately, it was not possible to simply replace the washer or the upper body of the tap as the bed of the tap had corroded. The Clerk authorized the urgent replacement of the taps which entailed some alterations to the pipework under the sink.

**(b) Heating system repair**

The inspection by Charles Orlebar reported that the hot water cylinder was leaking again, corroding from the inside. In addition the central heating room thermostat was not working and so the house was overheating when ever the hot water was selected. The Clerk authorized the repair of the cylinder, the replacement of the room thermostat and the fitting of thermostatic radiator valves whilst the system was drained down.

**2011.31 Matters arising from the last meeting**

None that are not covered elsewhere in the minutes

**2011.32 Finances of the Trusts (as of 17<sup>th</sup> June 2011)**

**(a) Approval of payments to Dean Harper**

Payments were approved and cheques were signed in respect of the plumbing works undertaken on School House.

**(b) Receipts and payments**

The Clerk presented detailed reports for the Educational Foundation and the Village Hall. It was noted that the Village Hall is still breaking even before the electricity bill refund. It was requested that future reports should be summary reports similar to the quarterly report presented at the last meeting.

No issues were identified with the Educational Foundation report.

**(c) Bank statements**

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

**(d) Deposit Accounts**

The poor rate of return on our deposit was noted. The Clerk and Martin Emerson were directed to put forward their recommendation at the next meeting.

**2011.33 Report from the Village Hall Committee**

The Committee met on 19<sup>th</sup> May and meets again on 21<sup>st</sup> June. The 2-week PVC advertising campaign was successful and generated additional hirings which have already paid for the banner. The banner will be re-used every 2-3 months. The committee had investigated the purchase and commissioning of a semi-commercial cooker. Unfortunately the cost of installation (including the modifications of the gas supply and servicing of the heaters) was prohibitive. Therefore a short term replacement of the existing electric cooker was agreed. This will be installed on Wednesday 21<sup>st</sup> June.

**2011.34 Village Hall Re-development**

The Trustees discussed the plans presented by Toby Pateman. It was agreed to move some of the windows to create a symmetrical west elevation. Internally, the 1m store cupboard was merged into the kitchen to increase the size of it. Provisioning space for internal stairs was also agreed. This would be available for later extensions. In addition, it was proposed to lose the middle 2 man hole covers to allow for a rear porch/cover to be installed. The Clerk was directed to discuss these alterations with the architect.

**2011.35 Educational Bursary**

It was noted that one applicant will be coming forward sponsored by Cllr Martin Emerson. Two other Trustees will evaluate the application and make a recommendation to the whole Trustee Body.

**2011.36 Date of next meeting**

Friday 22<sup>nd</sup> July 2011 – 2pm, Village Hall



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## ACCOUNTS - January 2011 to July 2011

2011	DESCRIPTION	Payment	Payment Method	BANK ST'MT NO.	TSB BALANCE	HALL HIRE
<b>01/01/2011</b>	<b>Brought Forward</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	£11.25
20/01/2011	U3A	£15.00	ARD	22	£3,234.55	£15.00
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	£12.00
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	£30.00
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	£20.00
06/02/2011	Julia Palmer - Dance class	£11.30	ARD	23	£3,144.65	£11.30
17/02/2011	U3A	£15.00	ARD	23	£3,159.65	£15.00
21/02/2011	Julia Palmer - Dance class	£7.50	ARD	23	£3,167.15	£7.50
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 from Church	£10.00	ARD	23	£3,063.15	£10.00
07/01/2011	Nene Valley Astronomers - observation night	£5.00	2011/001 BGC	24	£3,068.15	£5.00
17/01/2011	Nene Valley Astronomers	£14.00			£3,082.15	£14.00
28/01/2011	Nene Valley Astronomers - observation night	£5.00			£3,087.15	£5.00
05/03/2011	Jules - Birthday Party	£30.00	ARD	24	£3,117.15	£30.00
07/03/2011	Lan Summers Party	£260.00	BGC	24	£3,377.15	£260.00
06/01/2011	Sharron Smart - Singing Group	£10.50			£3,387.65	£10.50
20/01/2011	Sharron Smart - Singing Group	£10.50	2011/002 CHQ	24	£3,398.15	£10.50
27/01/2011	Sharron Smart - Singing Group	£10.50			£3,408.65	£10.50
10/02/2011	Sharron Smart - Singing Group	£10.50			£3,419.15	£10.50
03/03/2011	Sharron Smart - Singing Group	£10.50			£3,429.65	£10.50
07/03/2011	Friends of St John the Baptist	£5.00	ARD	24	£3,434.65	£5.00
14/03/2011	Cory Environmental - Septic Tank Empty	-£112.50	000264	24	£3,322.15	
10/01/2011	Parish Council Jan Meeting	£15.00	2011/003 CHQ	24	£3,337.15	£15.00
14/02/2011	Parish Council Feb Meeting	£15.00			£3,352.15	£15.00
14/03/2011	Parish Council Mar Meeting	£15.00			£3,367.15	£15.00
22/03/2011	Powergen [E.ON] (Gas)	-£22.00	DD	24	£3,345.15	
23/03/2011	Anglian Water to 16/02/2011	-£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	2011/004 CHQ	25	£3,232.25	£14.00
09/02/2011	WI February Meeting	£14.00			£3,246.25	£14.00
09/03/2011	WI March Meeting	£14.00			£3,260.25	£14.00
27/03/2011	Julia Palmer - Dance class	£20.00	ARD	24	£3,280.25	£20.00
17/01/2011	Free Spirits	£14.00	2011/005 ARD	26	£3,294.25	£14.00
21/02/2011	Free Spirits	£14.00			£3,308.25	£14.00
21/03/2011	Free Spirits	£14.00			£3,322.25	£14.00
31/03/2011	NACRE Subscription	-£40.00	000265	26	£3,282.25	
21/02/2011	Nene Valley Astronomers	£14.00			£3,296.25	£14.00
21/03/2011	Nene Valley Astronomers	£14.00	2011/006	28	£3,310.25	£14.00
25/03/2011	Nene Valley Astronomers - observation night	£5.00			£3,315.25	£5.00
17/03/2011	Sharron Smart - Singing Group	£10.50	2011/007 CHQ	27	£3,325.75	£10.50
31/03/2011	Sharron Smart - Singing Group	£10.50			£3,336.25	£10.50
	<b>Jan - March 2011</b>	<b>-£599.68</b>			<b>£3,336.25</b>	<b>£706.55</b>

## ACCOUNTS - January 2011 to July 2011

2011	DESCRIPTION	Payment	Payment Method	BANK ST'MT NO.	TSB BALANCE	HALL HIRE
03/04/2011	Julia Palmer - Dance class	£10.00	ARD	24	£3,346.25	£10.00
08/04/2011	Nene Valley Astronomers - observation night	£5.00	2011/006	28	£3,351.25	£5.00
06/04/2011	WI April Meeting	£14.00			£3,365.25	£14.00
13/04/2011	WI April Meeting - 90th	£17.50			£3,382.75	£17.50
14/04/2011	Sharron Smart - Singing Group	£10.50	2011/007 CHQ	27	£3,393.25	£10.50
28/04/2011	Sharron Smart - Singing Group	£10.50			£3,403.75	£10.50
12/05/2011	Sharron Smart - Singing Group	£10.50			£3,414.25	£10.50
18/04/2011	Free Spirits	£14.00			£3,428.25	£14.00
18/04/2011	Nene Valley Astronomers	£14.00	2011/006	28	£3,442.25	£14.00
23/04/2011	Maria Holland - Birthday Party	£35.00	ARD	26	£3,477.25	£35.00
22/04/2011	Powergen [E.ON] (Gas)	-£22.00	DD	26	£3,455.25	
25/04/2011	Powergen [E.ON] (Elec) - refund	£359.38	DD	26	£3,814.63	
25/04/2011	Powergen [E.ON] (Elec)	-£92.00	DD	26	£3,722.63	
02/05/2011	Parish Council APA Meeting	£15.00			£3,737.63	£15.00
04/05/2011	Sarah Brooke - Cycling Event	£21.00	ARD	26	£3,758.63	£21.00
05/05/2010	ENC Election 2011	£165.00			£3,923.63	£165.00
08/05/2011	Nene Valley Astronomers - observation night	£5.00	2011/006	28	£3,928.63	£5.00
10/05/2011	Parish Council May Meeting	£15.00			£3,943.63	£15.00
11/05/2011	WI May Meeting	£14.00			£3,957.63	£14.00
15/05/2011	Julia Palmer - Dance class	£20.00	ARD	27	£3,977.63	£20.00
16/05/2011	Free Spirits	£14.00			£3,991.63	£14.00
16/05/2011	Nene Valley Astronomers	£14.00	2011/006	28	£4,005.63	£14.00
19/05/2011	Adrian Dale - Clerk's Expenses	-£51.63	000266	27	£3,954.00	
22/05/2011	Vicky Abbott - Birthday Party	£20.00	ARD	27	£3,974.00	£35.00
22/05/2011	Powergen [E.ON] (Gas)	-£22.00	DD	27	£3,952.00	
25/05/2011	Powergen [E.ON] (Elec)	-£42.00	DD	27	£3,910.00	
26/05/2011	Sharron Smart - Singing Group	£10.50			£3,920.50	£10.50
06/06/2011	Sharron Smart - Singing Group	£10.50			£3,931.00	£10.50
08/06/2011	Surestart Stay and Play	£15.00			£3,946.00	£15.00
12/06/2011	Table and Urn Hire from Church	£10.00	ARD	28	£3,956.00	£10.00
13/06/2011	Parish Council May Meeting	£15.00			£3,971.00	£15.00
15/06/2011	Surestart Stay and Play	£15.00			£3,986.00	£15.00
15/06/2011	Kennel Club	£24.00	BGC	28	£4,010.00	£24.00
15/06/2011	Nightingale Fire Protection - inspection	-£43.60	000267		£3,966.40	
20/06/2011	Free Spirits	£14.00			£3,980.40	£14.00
20/06/2011	Nene Valley Astronomers	£14.00			£3,994.40	£14.00
22/06/2011	Surestart Stay and Play	£15.00			£4,009.40	£15.00
22/06/2011	Powergen [E.ON] (Gas)	-£22.00	DD		£3,987.40	
24/06/2011	Nick Rhodes - LAN Party	£300.00	BGC	28	£4,287.40	£300.00
25/06/2011	Powergen [E.ON] (Elec)	-£42.00	DD		£4,245.40	
	<b>Apr - Jun 2011</b>	<b>£909.15</b>			<b>£4,245.40</b>	<b>£902.00</b>
	<b>Year Totals</b>	<b>£309.47</b>			<b>£4,245.40</b>	<b>£1,608.55</b>