

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 7th October 2011 held at the Village Hall 3:00pm

Present:

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

2011.37 Apologies for Absence

Cllr Martin Emerson was unable to attend due to work commitments.

2011.38 Minutes of last meeting

The minutes of the last meeting were approved and signed by Pieter Mommersteeg as the Chair of that meeting.

2011.39 Report on urgent actions undertaken by the Clerk

(a) Replacement of Sewage System

The following costs were incurred:

Supplier	Cheque	Total
Alchemy Tree Surgery – clearing of tree canopy to allow access	[000172]	£220.00
Marsh Industries – Sewage system	[000171]	£2,280.00
F&F Contracting – Ground works and installation	[000175]	£2,100.00
 Clerk’s Expenses	 [000176]	 £290.61
Denmans – Electrical materials for pump installation	£83.86	
Raunds Hardware – Wire netting for temporary fence	£14.99	
Brigstock Sawmills – Materials for fencing	£76.22	
Raunds Hardware – Staples for netting	£0.89	
Hedge Nursery – Hawthorn hedging plants	£26.24	
Adrian Dale – Postage and envelopes etc	£2.25	
 Clerk’s Expenses	 [000177]	 £115.00
Toselands – 3 tonnes top soil and removal of concrete	£115.00	
 Cory Environmental – Emptying of old septic tank	 [000178]	 £245.00
Total Sewage System		£5,164.45

The Clerk completed the electrical works and the fencing to save expenditure. The old septic tank was filled with hard core taken from the demolition of a wall to the rear of the Village Hall. The invoice for Cory Environmental arrived after the meeting and was authorized for payment by Penny Hughes and Michael Smith.

3.2 Replacement of fencing on B645 boundary

Four fence panels needed to be replaced on the B645 boundary after wind damage. The following costs were incurred:

Buildbase – supply and delivery of 4 x 1.2m panels	£86.16
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These were fitted by the Clerk.

3.3 Submission of planning application

The planning application for the Village Hall extension has been submitted:

The following costs were incurred:

Toby Pateman – interim fees	£600.00
ENC Development control – planning fees	£670.00
Total Village Hall Extension (2011)	£1,270.00

2011.40 Matters arising from the last meeting

A letter was received from Simon Stockoe following the award of an Educational Grant. Unfortunately, he was not able to take up his place at Bedford College this year. He hopes to approach Trustees for support again next year.

2011.41 Finances of the Trusts

(a) Receipts and payments

	Lloyds TSB	Standard Life
Opening Balances	£12,545.20	£64,586.40
Receipts		
School House Rent	£1,848.00	
Interest	£5.12	
COIF Dividend	£56.11	
Expenditure		
Sewage System	£5,164.45	
Replacement Fence	£86.16	
Village Hall Extension	£1,270.00	
Closing Balances	£7,933.82	£64,586.40

(b) Clerk's Expenses

Expenses relating to the Sewage system were authorized for payment.

(c) Bank statements

Bank statements for July, August, September and October have been received and reconciled for the Chelveston School Trustees accounts and Village Hall accounts.

(d) Deposit Accounts

The Clerk reported on interest rates offered by Lloyds TSB on longer term deposits. These are not much better than Standard Life and are much more restrictive. The Clerk was asked to look for other options.

2011.42 Report from the Village Hall Committee

The Clerk presented the Q3 Village Hall accounts for approval. The summer hire fees were lower than the previous quarter but still on target for the year.

2011.43 Village Hall Re-development

The Trustees requested a clear report on costs incurred so far in the redevelopment.

Toby Pateman – Initial architectural designs (2010)	£1,410.00
Toby Pateman – interim fees	£600.00
ENC Development control – planning fees	£670.00
Total Village Hall Extension (to date)	£2,680.00

2011.44 Date of next meeting

Friday 9th December 2011 – 3pm, Village Hall



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CHELVESTON VILLAGE HALL COMMITTEE

Receipts and Payments for the 3 months ending 30th September 2011

Accruals in blue

INCOME	Jan-Mar	Apr-Jun	Jul-Sep	EXPENDITURE	Jan-Mar	Apr-Jun	Jul-Sep	Notes
Operating Income				Operating Expenditure				
Hall Lettings	£691.55	£892.00	£618.00	Insurance	£181.91	£181.91	£181.91	
Equipment Hire	£10.00	£10.00	£10.00	Gas	£66.00	£66.00	£66.00	
				Electricity	£276.00	£183.38	£126.00	Refund of £359.38
				Water	£17.45	£17.45	£20.27	
				Licences/Subscriptions	£22.30	£22.30	£22.30	
				Repairs / Maintenance	£112.50	£43.60		
				Supplies				
				Cleaning	£0.00	£10.90		
Total Operating Income	£701.55	£902.00	£628.00	Total Operating Expenditure	£676.16	£158.78	£416.48	
Interest				Equipment Purchases	£0.00	£307.53		
Cheque Account	£0.00	£0.00	£1.97					
Donations & Grants	£0.00	£0.00	£0.00	Grants				
TOTAL INCOME	£701.55	£902.00	£629.97	TOTAL EXPENDITURE	£676.16	£466.31	£416.48	

Balance sheet for the 3 months ending 30th September 2011

Assets B/F	Jan-Mar	Apr-Jun	Jul-Sep	Assets C/F	Jan-Mar	Apr-Jun	Jul-Sep	
Lloyds 772106-04217360	£3,953.93	£3,238.25	£3,766.10	Lloyds 772106-04217360	£3,238.25	£3,766.10	£4,331.02	
Current Assets	£3,953.93	£3,238.25	£3,766.10	Current Assets	£3,238.25	£3,766.10	£4,331.02	
Creditors B/F				Creditors C/F				
Salvation Army (cheque)	£80.00			Julia Palmer (pre-pay)	£5.00	£5.00	£5.00	
Julia Palmer (pre-pay)		£5.00	£5.00	NACRE (pre-pay)	£40.00		£27.00	
NACRE (cheque)		£40.00						
Debtors B/F				Debtors C/F				
Parish Council	£15.00		£60.00	Parish Council		£60.00		
Nene Valley Astronomers	£47.00	£33.00	£14.00	Singing Group	£21.00	£21.00	£21.00	
WI		£42.00	£45.50	Nene Valley Astronomers	£33.00	£14.00	£24.00	
Free Spirits		£42.00	£42.00	WI	£42.00	£45.50	£28.00	
Singing Group		£21.00	£21.00	Free Spirits	£42.00	£42.00	£14.00	
Sure Start			£45.00	Sure Start		£45.00		
Operations & Improvements								
Operating Surplus	£25.39	£743.22	£211.52					
Equipment Expenditure	£0.00	£307.53	£0.00					
Interest								
Cheque Account	£0.00	£0.00	£1.97					
Accruals								
Insurance	£545.72	£181.91	£181.91					Paid Q1 - amortised over year
Fees/Licences/Subscription	£66.90	£22.30	£22.30					Paid Q1 - amortised over year
Water	£17.45	£17.45	£20.28					Paid Q1/Q3 - amortised over year
TOTAL ASSETS C/F	£3,331.25	£3,988.60	£4,386.02	TOTAL ASSETS C/F	£3,331.25	£3,988.60	£4,386.02	