

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 27th July 2012 held at the Village Hall 3:00pm

Present:

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

2012.15 Apologies for Absence

All Trustees were present

2012.16 Minutes of last meeting

The minutes of the last meeting were approved and signed by Fr. Grant. The Clerk presented re-printed minutes from the previous minutes from 2011 and 2012. The format had been changed to make them easier to bind in the future and to improve the way in which the minutes were numbered. This is a return to the format of minutes from earlier days of the Foundation.

2012.17 Report on urgent actions undertaken by the Clerk

(a) Enabling works on the Village Hall garden

Roger Clay and the Clerk have demolished the wall and cleared the weeds to the rear of the Village Hall in order to prepare the ground for the extension. They have also removed the concrete base of a shed. This has revealed a further concrete slab which may be covering a hole. This needs to be investigated further in case it is a well which might have an impact on the foundations. £160.00 was spent on a large skip to remove the rubble and £71.98 was spent on weed proof membranes to cover the ground to prevent the weeds growing again once the investigation of the hole is completed. The membrane will then be covered with gravel. When the extension works start, the gravel and membrane can be rolled back to allow access and then be replaced later. These works are being financed from the Millennium Garden reserve inherited from the Village Hall Association.

The Trustees resolved to approve the works undertaken and the payments made.

(b) Repair of the Village Hall sliding doors

Since the last meeting the doors had deteriorated and were becoming harder to move. More concerning was the fact that at their extreme positions the doors were within millimetres of coming out of the top tracks. The risk of them falling was very high. Cllr Martin Emerson located two local carpenters from Higham Ferrers who tackled the work to rectify the problem. There were two causes. Firstly the cast iron rollers had seized and then this was compounded by the floor at both ends of the track having subsided. The rollers were dismantled, cleaned and re-greased and then the joists were jacked up until the floor was level once more. The doors can now be opened with ease and have retained all their original features. The cost of the repairs was £1,790.00 including materials which was agreed to be good value for over 10 man days work involved.

The Trustees resolved to approve the payments for the work and signed the cheques.

2012.18 Matters arising from the last meeting

(a) Yorkshire Bank

The Clerk reported that Yorkshire Bank had now confirmed our deposit with more formal documentation. We will be paid 3% interest gross at the end of 12 months. Arthur Wright reported that he now has a personal contact with Yorkshire Bank at a senior level in the event that we have further problems.

2012.19 Finances of the Trusts

(a) Receipts and payments

	Cheque	Lloyds TSB	Standard Life	Yorkshire Bank
Opening Balances		£9,675.40	£64,973.92	
Receipts				
Interest			£118.43	
School House Rent		£3,080.00		
Term Deposit				£60,000.00
COIF Dividend		£133.02		
Account Closure		£65,092.35		
Expenditure/Transfer				
Account closure			£65,092.35	
Term Deposit		£60,000.00		
Architect Fees	000182	£480.00		
Sliding door repairs	000185	£1,790.00		
	000186			
Skip for garden work	000183	£160.00		
Clerk's Expenses	000184			
Weed proof membrane		£71.98		
Land registry deeds		£12.00		
Postage		£5.45		
Closing Balances		£15,461.34	£0.00	£60,000.00

(b) Clerk's Expenses

The Clerk presented his expense account for approval.

The Trustees resolved to approve the expenses and signed the cheque.

(c) Bank statements

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

2012.20 Report from the Village Hall Committee

The Clerk presented the report from the second quarter of 2012 – appended to the minutes. This was the best quarter for the Village Hall in recent years with income boosted by two weekend LAN parties and several children's parties. The operating surplus for the quarter was £816.44 and the assets carried forward (including debtors) were £5,806.25.

2012.21 Village Hall Re-development

Building regulations approval has now been granted for the Village Hall extension and it has been confirmed that the development must start by 10th November 2014. There is ambiguity over what “development starting” means but we will ensure that this date is achieved, even if we have to simply officially begin enabling works.

The Clerk has struggled to obtain quotations for the works. Five builders have been approached and only 4 have responded. The quotations were:

Builder	Quotation	Notes
The Hewitt Building Company	£69,758 + VAT	Didn't include temporary toilets or any outside works
Langley Bay	£115,000 + VAT	Didn't include temporary toilets or any outside works
T&I Builders	£165,000 no VAT	Didn't include temporary toilets or any outside works
PrinceBuild Ltd	£150,829 + VAT	Thorough analysis including temporary toilets and alarm system.

The question of VAT recovery was considered. The Clerk reported on discussions with HMRC which indicated that VAT would be recoverable on the portion of the costs relating to the disabled facility provision. Cllr Martin Emerson reported that Yelden Village Hall resorted to a temporary VAT registration in order to allow for the full recovery. The Clerk will look into this.

With the exception of Gary Hewitt, these quotes were higher than expected and will need additional fund raising or grant applications.. We need three quotations of a comparable level for the purposes of grant applications. The Clerk was asked to approach Langley Bay to check what had been included in the quotation to ensure that quotations were comparable and could be used for grant applications.

It was resolved that the Clerk should make applications to East Northamptonshire Council and the Big Lottery for grants to support the redevelopment.

2012.22 Purchase of Land adjacent to the Village Hall

The Clerk presented a decision paper recommending the purchase of land adjacent to the Village Hall. This land would provide badly needed car parking space and amenity land at the rear of the Village Hall for future use. The provision of off road car parking had been a condition of the original planning application in 1972 granting permission for the Village Hall's existing and again a condition for the extension in 1976. Since then the Village Hall has had unofficial use of the field next door. However, the owners of that field are now ready to sell the land and are giving the Village Hall first refusal.

The land is likely to have an easement by prescription allowing Carr Farmers (Management) Ltd access to the field behind the plot.

Cllr Martin Emerson suggested that the purchase of the land and the cost of turning it into a fenced car park with grass re-enforcing membrane be included as part of our funding bids.

Pieter Mommersteeg proposed that we obtain a fair and independent valuation of the land if the owners were not prepared to put a price on it themselves as we should be seen to be acting in an ethical way. It was agreed that the Foundation would not have any intention of developing the land but that a clause giving a claw back of any development profits to the existing owners should be included in the conveyance.

The Trustees unanimously resolved to enter into negotiations for the purchase of the freehold of the land and to enter into a leasehold arrangement if the price asked was not within the means of the Foundation.

Cllr Martin Emerson, Pieter Mommersteeg and the Clerk were delegated to take this forward.

2012.23 Date of next meeting

Friday 21st September 2012 – 3pm, Village Hall



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