

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 22th January 2013 held at the Village Hall 3:00pm

Present:

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

2013.1 Apologies for Absence

Fr. Grant was delayed in joining the meeting by a prior engagement and Pieter Mommersteeg formally took the chair until he arrived.

2013.2 Minutes of last meeting

The minutes of the July 2012 meeting were approved and signed by Fr. Grant. The September meeting date had been cancelled.

2013.3 Report on urgent actions undertaken by the Clerk

(a) School House Heating

The last two inspections of School House have reported condensation problems on the walls and in the kitchen cupboards. The tenant has also noted how cold the house feels in spite of very large heating bills. Investigation revealed that there was a minimum of insulation in the roof (100mm compacted down). The Clerk and the tenant have now insulated the roof at a cost of £193.78 adding 200mm of insulation. The client has reported an improvement upstairs, but there are continued problems with condensation downstairs.

The Clerk has ordered ventilation equipment for the living room and kitchen at a cost of £129.06. This will be installed over the coming weeks.

The central heating failed to restart properly in October, clearly sludged up downstairs. The Charles Orlebar call out service failed to resolve the problem and unfortunately broke the front door lock in the process as he was unfamiliar with the way the door worked. These issues cost £137.48 and then £193.78 for Dean Harper to unblock the system. There are still unresolved issues which will be explored during the Spring.

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

(b) Extension Planning Permission

The planning permission for the Village Hall extension will expire in November 2014 and so the Clerk has taken steps to demonstrate that work has already started. To this end he has applied to have the condition on materials discharged by ENC. A sample of stone has been taken to the planners with an application form and a fee of £97.00

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

2013.4 Matters arising from the last meeting

(a) Grant Applications

The Clerk did not submit grant applications to ENC and the Big Lottery as we were in the middle of discussions regarding the land purchase which needed to be included in the application.

(b) Land Purchase

The Clerk reported on the successful purchase of the land to the side and behind the Village Hall at a cost of £5,150 plus legal, banking and administrative fees of £1,338.45. He suggested that a small celebratory event be held to which the Fothergills and Michael Foulger should be invited.

The Trustees resolved to approve the planning of a celebration

2013.5 Finances of the Trusts

(a) Receipts and payments to the end of 2012

	Cheque	Lloyds TSB	Yorkshire Bank
Opening Balances		£15,461.34	
Receipts			
Interest			
School House Rent		£3,696.00	
Term Deposit			£60,000.00
COIF Dividend		£112.78	
Expenditure/Transfer			
Insulation for loft	000187	193.78	
Land purchase & fees		£6,471.00	
Heating repairs	000188	£143.98	
Heating and lock repairs		£137.48	
Closing Balances 2012		£12,323.88	£60,000.00
Opening Balance 2013		£12,323.88	£60,000.00
Expenditure/Transfer			
Insurance premium		£204.74	
Clerk's Expenses			
ENC Planning Fee	000189	£97.00	
Marker paint	000190	£8.99	
Harper's Prestige Plumbing	000191	£195.00	
Closing Balances		£11,818.15	£60,000.00

(b) Trustees' Annual Report 2012

The Trustees discussed the Annual Report and noted that in spite of expenditure on the land, the Foundation accounts showed only a modest reduction in reserves for the second year running.

The Trustees resolved to approve the report and directed the Clerk to submit them to the Charity Commission.

(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 July through December have been received and reconciled for the Chelveston School Trustees accounts and Village Hall accounts.

2013.6 Siting of Parish Council Plaque

The Clerk had discovered a 60 year old plaque in Michael Foulger's workshop celebrating the collection of £355 in donations from the Village for Northampton Hospital. The plaque has never been displayed and the Parish Council has requested permission from the Trustees to mount and display the plaque inside the Village Hall.

The Trustees resolved to approve the permanent display of the plaque.

2013.7 Charles Orlebar Contract

The Clerk questioned the value of the full management arrangement currently in place with Charles Orlebar. This costs £84.00 a month and doesn't give good value for money as the Clerk does most of the work. The Clerk proposed that the contract be downgraded to a lower cheaper service level.

The Trustees resolved to approve amending the service contract with Charles Orlebar.

2013.8 Village Hall Car Park Development

The Clerk presented a proposed design for car parking in the field next door and reported on estimates received from various contractors. The original planning permission required the moving of the field entrance to the middle of the frontage and the creation of a new verge crossing. This had originally been prevented by the existence of a power supply pole guy wire. Western Power has now moved this guy wire and a new entrance could easily be constructed. However, the cost of the verge crossing would be around £3200. Malcolm Russen proposed an alternative design in which the car park entrance was through the boundary hedge with the Village Hall, leaving the original entrance intact and gated for use by Stuart Carr.

The Trustees resolved to move forward on a new car park and instructed the Clerk to present alternative designs and costings for approval by e-mail.

2013.9 Reserves Policy

There was a lively debate on the reserves policy with Cllr Emerson arguing strongly that there are sufficient reserves to push ahead with matched funding applications for the extension and the car park. The Clerk was asked to draw up a decision paper which explores funding options.

2013.10 Date of next meeting

Friday 15th March 2013 – 3pm, Village Hall – with the Fothergills and Michael Foulger invited for 3:30pm.



Cllr Adrian Dale
Clerk to the Trustees
21 Water Lane
Chelveston
NN9 6AP
01933 622624
chelveston.village.hall@gmail.com

Fr Grant Brockhouse
Chair of Trustees
The Vicarage
Wood Street
Higham Ferrers
NN10 8DL