

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 15th March 2013 held at the Village Hall 3:00pm

Present:

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

2013.11 Apologies for Absence

Arthur Wright sent his apologies to the meeting

2013.12 Minutes of last meeting

The minutes of the January 2013 meeting were approved and signed by Fr. Grant.

2013.13 Report on urgent actions undertaken by the Clerk

(a) Completion of the Enlargement of Village Hall Garden

With the improvement in the weather, the Clerk has completed the enlargement of the Village Hall garden. Stumps of trees were removed behind the Village Hall and a weed control membrane covered in gravel was laid. The additional costs of this exercise (£163.20) were drawn down from the Millennium Garden Reserve. When the assets of the Village Hall Association

(b) Village Hall Emergency Lighting

One of the emergency lights failed during the annual test. A functioning emergency lighting system is a condition of operation and so the Clerk undertook to replace it. At the same time the emergency lighting above the door from the hall to the air raid shelter was re-wired to operate from the shelter light switch. This now sheds enough light into the hall at night to allow users to get safely to the main hall light switches. The costs of the work were £34.03 paid from Village Hall funds.

(c) Village Hall and School House front doors

Both of these doors have taken a severe battering over the winter and the paintwork has cracked, allowing water to enter the joints. The doors are now both swollen and sticking in their frames. Paul Farey (Decorator) has been asked to repair and repaint the doors. This cannot be done until the weather improves.

The Trustees resolved to approve the works undertaken and the payments made on cheques 000194 and 000198.

2013.14 School House Inspection – Maintenance needed

The final inspection by Charles Orlebar catalogued a number of maintenance issues requiring attention:

(a) Condensation

The situation in the living room has improved following the installation of a new vent. However, there are still serious problems in the kitchen cupboards. A fan has been purchased but two electricians and a builder have declined the job of installing it. Boring a hole through the kitchen wall could cost around £500. The Clerk is currently investigating options for a window mounting.

(b) Gaps around windows

It appears that the gaskets which sealing the opening windows have perished. The Clerk will obtain a quote for replacing the gaskets. There are also various other frame gaps that need to be sealed around windows and door frames. The Clerk will arrange for these to be sealed.

(c) Gaps around bath

The bath now moves downwards when full. This causes the seal around the bath to break and water can get down behind the bath. The Clerk will arrange for a new seal to be installed.

(d) Oven thermostat appears to have failed

The Clerk will arrange for a service.

The Trustees resolved to approve the all works to be undertaken within an overall budget of £1,500 for repairs, maintenance and insurance of School House. Sums in excess of this will need to come back to the Trustees for approval.

2013.15 Finances of the Foundation

(a) 2013 Budget Position (rounded to nearest £100)

The Trustees discussed a revised budget for 2013 taking into account the projected car park expenditure and making conservative provision for repairs to School House and the Village Hall and a provision for tenancy change.

	School Trustees	Village Hall	Total Funds
Opening Funds¹ January 2013	£77,400	£7,200	£84,600
Income			
School House Rent (4 x £616 + 8 x £637) ²	£7,500		
Hall Hire		£3,600	
Interest (£1,800 Yorkshire + £700 Virgin)	£2,500		
Operational Expenditure			
School House Insurance/Repairs	£1,500		
School House Tenancy Change Provision	£1,200		
Village Hall Running Costs/Repairs		£2,600	
Operating Surpluses 2013	£7,300	£1,000	£8,300
Authorised Project Expenditure			
Car Park development (not including land)	£23,000		
Garden works (gravel, grass re-instatement)		£300	
Utilities enabling works	£6,000		
Authorised Project Expenditure	£29,000	£300	
Closing Funds December 2013	£55,700	£7,900	£63,600

(b) Published 2013 Reserves Position (rounded to the nearest £100)

The Trustees reviewed the reserves allocated in the 2012 annual accounts in the light of project estimates and firm quotations for car park expenditure in 2013. For

¹ Note that this includes COIF units which are were not cash at the beginning of the year

² Rent increase due to Clerk taking over the management of the property from Charles Orlebar

completeness the reserves reported to the Charity Commission in the Trustees' Annual Report are reproduced below:

	School Trustees	Village Hall
Published Reserves January 2013	£77,400	£7,200
Educational Grant reserve	£3,000	
Millennium Garden reserve		£300
Village Hall development fund	£40,000	
Trustee general reserves	£34,400	
Village Hall operating reserves		£6,900

(c) Revised 2013 Reserves Position (rounded to the nearest £100)

Based upon the revised budget position, the Trustees discussed a change to the reserves allocation which would take immediate effect – replacing the published reserves.

	School Trustees	Village Hall
Revised Reserves Restated March 2013	£77,400	£7,200
Educational Grant reserve ³	£3,000	
Millennium Garden reserve ⁴		£300
Village Hall & car park development fund ⁵	£60,000	
Tenancy change reserve ⁶	£1,200	
Trustee general operating reserves ⁷	£13,200	
Village Hall extension disruption reserve ⁸		£3,000
Village Hall extension fit out reserve ⁹		£2,400
Village Hall general operating reserve ¹⁰		£1,500

Together with the projected operating surplus in 2013 of £7,300 (School Trustees) the Trustees believe that the general operating reserves of £13,200 is sufficient to cover unexpected repairs to the buildings. This can of course be reviewed at any point before expenditure is committed to the extension build.

(d) Banking Mandate

Given forthcoming holidays for signatories to the Lloyds TSB accounts, the Clerk expressed concern that we would not have sufficient cover for cheque signing at this particularly busy time.

It was resolved that Cllr Martin Emerson be added as a signatory to the Lloyds TSB account.

³ Will be retained even though there are no applicants at the moment

⁴ For sorting the area where the fence was moved and the wall was demolished

⁵ Covering expenditure for 2013/2014 – previous years' expenditure already accounted for

⁶ For decorating and repairs in the event of tenancy change – this reserve will be increased by the additional provision of £1,200 made in the 2013 budget

⁷ For unexpected major repairs to the buildings

⁸ Will provide for temporary toilets and kitchen during the re-development project

⁹ For cooker, signage, cupboards etc

¹⁰ For repairs to Village Hall equipment

(e) Detailed School Trustees' Receipts and payments Account to 16th March 2013

This section documents the detailed expenditure of the Foundation for audit purposes

Total Cash (on 12/01/2013)	School Trustees	Village Hall	Total Cash
	£71,818.15	£6,056.58	£77,875.33
	Cheque	Lloyds TSB	Virgin Money
School Trustee Accounts		Yorkshire Bank	
Opening Balances (on 12/01/2013)	£11,818.15	£60,000.00	£0.00
Receipts			
Interest		£1,800.00	
School House rent	£1,232.00		
COIF dividend	£86.23		
Sale of COIF units	£6,134.04		
Receipts (since last meeting)	£7,452.27	£1,800.00	
Expenditure			
Clerk's Expenses	000194	£328.55	
Car park expenses (since last meeting)			
Smith Skip Hire	000192	160.00	
Darsdale Farm Contracts	000193	£1598.40	
F&F Contracting	000196	£6,869.94	
Darsdale Farm Contracts	000197	£1,763.40	
Clerk's Expenses	000198	£447.69	
Fiberweb Geosynthetics	000199	£7,194.00	
Car park expenses (since last meeting)		£18,033.43	
Expenditure (since last meeting)		£18,361.98	
Account Transfers			
Closure of Term Deposit		£61,800.00	£61,800.00
Opening deposit to Virgin	000195	£1,000.00	£1,000.00
Virgin deposit	000201	£54,000.00	£54,000.00
Account Transfers		£6,800.00	£61,800.00
Closing Balances (on 16/03/2013)	£7,708.44	£0.00	£55,000.00
	School Trustees	Village Hall	Total Cash
Total Cash (on 16/03/2013)	£62,708.44	£6,381.08	£69,089.52

2013.16 Village Hall and Parish Church Car Park

Work on the car park has continued with committed/planned expenditure as follows:

	2012 Paid	2013 Paid	2013 Planned	Grand Total
Land Purchase	£6,488.45			
Boundary work		£1,767.39		
Track & drainage		£7,166.88		
Internal fencing		£1,902.60		
Grass mesh		£7,194.00		
Verge crossing			£4,000.00	
Grass seed/Signage			£300.00	
Totals	£6,488.45	£18,030.87	£4,300.00	£28,819.32

We will also need to investigate front gates or a chain to protect from unauthorised use. The celebration with the Fothergills will take place once the car park is complete.

2013.17 Village Hall Extension

(a) Progress to date

The Clerk outlined some of the challenges that he was having in moving forward with the extension. The architect's drawings are not sufficiently detailed and as a consequence there are clear differences of interpretation amongst the contractors invited to quote, partly explaining the wide discrepancies in the quotes.

He is therefore developing a detailed schedule of works for the project and will be inviting separate contractors to quote on each package of work whilst undertaking the project management in house. This should resolve some of the uncertainties.

(b) Budget Estimates

Redevelopment Project	2010	2011	2012	2013	2014	Totals
External Works						
Enlarging Garden Play Area	£840		£ 232	£ 170		£ 1,242
Sewage System		£ 5,251				£ 5,251
Car Park			£ 6,488	£ 22,331		£ 28,819
External Completion Work					£ 3,400	£ 3,400
Total External Works	£840	£ 5,251	£ 6,720	£ 22,501	£ 3,400	£ 38,712
Extension						
Internal Enabling Works				£ 5,900		£ 5,900
Professional Fees	£ 1,410	£ 1,270	£ 684	£ 97		£ 3,461
Temporary toilets/kitchen					£ 2,130	£ 2,130
Extension Build					£ 90,018	£ 90,018
Kitchen - Fit out					£ 8,161	£ 8,161
Total Extension Works	£ 1,410	£ 1,270	£ 684	£ 5,997	£100,309	£109,670
Contingency					£ 19,500	£ 19,500
Grand Total	£ 2,250	£ 6,521	£ 7,404	£ 28,498	£123,209	£167,882

(c) Sources of funds

Internal Sources

Trustee reserves – 2010-2012 ¹¹	£16,175
Trustee re-development reserves – 2013 ¹²	£60,000
Village Hall Reserves ¹³	£5,400
Retained income 2013/2014	£6,000
Total Internal Sources	£87,575

Of these sources of funds, £16,175 was spend from 2010-2012 and £28,500 is already committed to the completion of the car park and improvements to utility services. This leaves leaving £42,900 available for 2014 expenditure. This leaves a short fall of **£80,309** to be secured by grant applications.

¹¹ Already spent in 2010-2012

¹² Allocated afresh this meeting for 2013

¹³ Temporary toilets, fit out etc

(d) Grant applications

The Clerk has made six applications for grants totalling **£138,000**

Big Lottery Reaching Communities	£50,000	Declined
ENC - Community Devt Fund	£35,000	
Bernard Sunley Foundation	£17,500	
Garfield Weston Foundation	£15,000	
Constance Travis Charitable Trust	£11,500	Declined
Edith Winifred Hall Charitable Trust	£9,000	

The remaining applications to the value of **£76,500** are awaiting determination. Therefore, we nominally have a shortfall of £3,800 at the moment if we make the optimistic assumption that all the other applications are successful. Clearly we cannot make any resource commitment for the extension unless we are certain that the funds are available.

(e) Village Hall Utility Services

In moving forward on the schedule of works, it has become clear that the Village Hall utility services may not have sufficient capacity for the extension. The electricity supply is only 60A and cannot be increased without a large and expensive (£8,000) supply upgrade. The water main is only 15mm and the gas main may not be big enough to supply even the existing heaters under modern regulations. Enabling works are needed to resolve all of these potential problems. These works can be undertaken before the extension is built and are necessary for the long term use of the building anyway.

The Trustees resolved that up to £6,000 should be spent on improvements to the Village Hall utility services to prepare for the extension, ensuring that the services meet the standards for a building in public use. The Clerk was directed to draw up a costed schedule of works and to proceed if it is within this budget.

2013.18 Siting of Parish Council Plaque

The Parish Council has now approved a quote from Robert Farrow to mount the Northampton Hospital Plaque below the main benefactor plaque inside the hall. The plaque will be mounted in a limestone frame.

The Trustees resolved to approve the permanent display of the plaque in the site discussed.

2013.19 Date of next meeting

Friday 7th June 2013 – 3:30pm, Village Hall



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