

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 June 2013 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)

2013.20 Apologies

The Clerk apologised for bringing the meeting forward from the 3:30pm start time agreed at the last meeting.

2013.21 Minutes of last meeting

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

2013.22 Report on urgent actions undertaken by the Clerk

(a) School House Maintenance

The Clerk has replaced the seal around the bath which was leaking badly. He has also fitted new door seals to the rear door in an attempt to prevent rain coming in under the door. Repairs cost £44.79.

The Trustees resolved to approve the cost of the repairs and repayment of the Clerk as part of cheque 000202 and cheque 000205.

There are still problems with damp in the kitchen cupboards and solutions are being investigated for this. The other items reported at the last meeting are being tackled one a month as time permits within the overall budget agreed at the last meeting.

The sewage system needed de-sludging for the first time since it was installed. This cost £174.00 and was paid for by the Village Hall Committee.

Three branches broke off the wellingtonia tree during the recent storm and one of them cut the BT line to School House leaving a cable in the road. BT have repaired the fault and will probably charge £100 for the repair. It was agreed that the tree should be inspected to ensure that it was safe.

The Trustees resolved to approve the cost of the repair and directed the Clerk to commission a report into the state of the tree from a qualified tree surgeon.

(b) Village Hall Heating Maintenance

One of the heaters in the hall shut down through over heating and after discussion with Michael Foulger it transpired that the heaters have not been serviced for at least 10 years, possibly even not at all since they were installed. The Rinnai heater is no longer manufactured and spares cannot be obtained. However, a Luton based company WTG Heating is still able to service them, provided that nothing serious is wrong. The heaters were serviced at a cost of £568.00 (paid for by the Village Hall Committee) including the cost of 4 probes which were purchased in case they failed during the service. The heater filters were badly clogged and this had caused the overheating. Otherwise the heaters were in good condition.

2013.23 Finances of the Foundation

(a) Detailed School Trustees' Receipts and payments Account to 7th June 2013

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

Total Cash (on 16/03/2013)	School Trustees	Village Hall	Total Cash
	£62,708.44	£6,381.08	£69,089.52
School Trustee Accounts	Cheque	Lloyds TSB	Yorkshire Bank
			Virgin Money
Opening Balances (on 17/03/2013)	£7,708.44	£0.00	£55,000.00
Receipts			
School House rent		£1,869.00 ¹	
Friends of St John the Baptist		£297.00 ²	
Garfield Weston Foundation		£10,000.00 ³	
Receipts (since last meeting)	£12,166.00		
Expenditure			
Clerk's Expenses	000202	£11.24	
Clerk's Expenses	000205	£33.55	
Car park expenses (since last meeting)			
Clerk's Expenses	000202	£685.28 ⁴	
Smith Skip Hire	000203	£120.00	
F&F Contracting	000204	£3,511.20	
Car park expenses (since last meeting)		£4,316.48	
Expenditure (since last meeting)	£4,361.27		
Account Transfers			
Virgin deposit	000206	£6,000.00	£6,000.00
Account Transfers		£6,000.00	£6,000.00
Closing Balances (on 07/06/2013)	£9,513.17	£0.00	£61,000.00
Total Cash (on 07/06/2013)	School Trustees	Village Hall	Total Cash
	£70,513.17	£6,477.38	£76,990.55

(b) Village Hall Q1 2013 Report

Q1 income was on target, slightly up on 2012. Expenses were slightly higher than in Q1 2012 with increases in gas bills, insurance and cleaning. Overall the operating surplus was down by approximately £40. Hall hires for Q2 were also on target but expenses will be higher than last year with the emptying of the sewage system and the heating maintenance.

(c) Grant Applications

The Clerk reported on the receipt of a grant for £10,000 from the Garfield Weston Foundation. He has acknowledged the grant and asked for permission of the Garfield

¹ Monthly rental receipt increased to £637.00 from May

² Contribution to Grass Protecta Mesh and Pins

³ Grant towards new Car Park

⁴ Mesh pins, grass seed, NCC Highways licence, rolling track, diesel for bonfire

Weston Foundation to allocate the whole sum retrospectively to the completion of the car park. He has proposed that the grant be acknowledged by the erection of a sign at the car park entrance. A response is awaited.

A new grant application to BIFFA is being progressed with support from East Northamptonshire Council. This application will be submitted in early July. East Northamptonshire Council have not yet announced the outcome of our application to the Community Facilities Fund.

Responses are also still outstanding from the Bernard Sunley Foundation and the Edith Winifred Hall Charitable Trust

2013.24 Car Park Completion and Maintenance

(a) Progress to date

The Car Park development is now complete. Some grass maintenance work on the amenity area/playing field is still needed to make it fully usable. The grass hasn't completely grown through the mesh yet but with suitable warning signs the Trustees agreed that the car park could come into regular use.

(b) Car Park Finances

Date	Supplier	Items	Paid
27/07/2012	Clerk's Expenses	Deeds & Secure Postage	£17.45
23/11/2012	Bob & Angela Fothergill	Land Purchase	£5,150.00
23/11/2012	Wilson Browne	Legal Fees	£1,291.00
23/11/2012	Lloyds TSB	CHAPS fees	£30.00
11/01/2013	Clerk's Expenses	Car park marker paint	£8.99
24/01/2013	Smith Skip Hire	Clearing of field debris	£160.00
26/01/2013	Darsdale Farm Contracting	Rear Fence/Gateway & Hedging	£1,598.40
15/03/2013	F&F Contracting	Car Park and Field Access Track	£4,716.00
15/03/2013	F&F Contracting	Field drain and soak away	£2,153.94
15/03/2013	A V & D Camp	Surface dressing	£296.94
22/04/2013	RayBell Surfaces	Re-rolling track to consolidate	£20.00
15/03/2013	Toseland Buildbase	8 Sterling Boards to protect track	£139.20
15/03/2013	Darsdale Farm Contracting	Car park fencing and gates	£1,763.40
16/03/2013	Fiberweb Geosynthetics	Grass Protecta Mesh	£7,194.00
14/04/2013	Fiberweb Geosynthetics	Additional pins	£388.68
18/03/2013	Grass sees store	Grass seed	£98.00
24/04/2013	NCC	Licence for crossing	£172.00
18/05/2013	F&F Contracting	Vehicle Crossing	£3,511.20
Total			£28,709.20

The total to date is within the budget allocated at the last meeting £28,819.

(c) Car Par/Amenity Field Maintenance

The Trustees inspected the area and Pieter Mommersteeg offered to work with the Clerk to find a means to keep the grass mown.

2013.25 Siting of Parish Council Plaque

It proved impractical to site the plaque on the same wall as the benefactor plaque as the surface was not sufficiently sound. The plaque was therefore mounted at the other end of the hall, paid for by the Parish Council.

The Trustees expressed satisfaction with the result.

2013.26 Date of next meeting

Friday 16th August 2013 – 3:30pm, Village Hall



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