

**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 November
2013 held at the Village Hall 4:00pm**

Present:

Pieter Mommersteeg (Chairman Pro Tem), Arthur Wright, Michael Smith, Penny Hughes, Malcolm Russen, Cllr Martin Emerson, Cllr Adrian Dale (Clerk)

2013.27 Election of Chairman

Following the retirement of Fr Grant Brockhouse as the incumbent Priest of the Parish, the Foundation has formally without a Chairman and 7th Trustee since 30th September 2013. Under the terms of the Governing Document this does not create a casual vacancy. When the Bishop of Peterborough appoints, the new incumbent will automatically become a Trustee provided that they are not barred by law from taking up the position. By tradition, the incumbent Priest is normally elected as Chair of the Foundation. Until such time, the Foundation needs to elect a Chairman Pro Tem.

Penny Hughes proposed that Pieter Mommersteeg (Vice Chair) be elected Chairman Pro Tem. This was seconded by Arthur Wright and carried unanimously.

Pieter Mommersteeg assumed the role of Chairman.

2013.28 Apologies

There were no apologies

2013.29 Minutes of last meeting

The minutes of the June 2013 meeting were approved and signed by Pieter Mommersteeg.

2013.30 Report on urgent actions undertaken by the Clerk

(a) School House Maintenance

The Clerk reported that tree surgeons had attended the Wellingtonia and had removed all dangerous branches. The cost of this was £500. **[Cheque 000207] approved as part of the maintenance budget by PMH and AEW.**

The front and rear doors had split due to weathering and urgently needed repairing and repainting. This was completed by Paul Farey over the summer at a cost of £100 **[Cheque 000208 approved as part of the maintenance budget by PMH and MVAS]**

There are damp and condensation problems with mould on walls behind furniture. It has proved too costly to drill vents through the walls and so the Clerk purchased a dehumidifier for the tenants to use as required at a cost of £99.98.

Over the summer the Clerk and tenant installed trellis along the top of fence by the Village Hall. This will allow the tenant to grow shielding plants along it in preparation for the building works next year. The trellis and planting will provide more privacy for the tenants during the building works. The cost was £206.33 drawn from the enabling works budget of the extension project.

[Cheque 000209 for £306.31 to repay Clerk's expenses on these items was authorised by PMH and MVAS]

The Clerk reported that the gas fire in the living room had failed again and that he had been unable to locate an available local heating engineer to fix it. As a result he had taken out a British Gas maintenance contract that would cover routine plumbing and maintenance issues at £28.25/month starting in December. This would also cover the annual gas service and landlord certification process. The total cost of this service is less than the amount paid for service/certification and heating/plumbing repairs in the previous year.

(b) Village Hall Maintenance

The front door of the Village Hall was repainted by Paul Farey at a cost of £80. The electrical system has tripped out twice in recent weeks, probably caused by a faulty urn. This has underlined the need to move the fuse box ASAP as it really isn't safe or practical to have hirers climbing ladders or on tables to reset the RCD.

(c) Village Hall Extension

As a condition of receiving the BIFFA grant, the Clerk was required to register the Foundation with ENTRUST (<http://www.entrust.org.uk>) at a cost of £100.00 [Cheque 000210 authorised by MVAS and PMH as part of the enabling works budget]

2013.31 Finances of the Foundation

(a) Detailed School Trustees' receipts and payments Account to 27th November 2013

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

Total Cash (on 07/06/2013)	School Trustees	Village Hall	Total Cash
	£70,513.17	£6,477.38	£76,990.55
School Trustee Accounts	Lloyds TSB	Yorkshire Bank	Virgin Money
Opening Balances (on 08/06/2013)	£9,513.17	£0.00	£61,000.00
Receipts			
Virgin interest			£287.92
School House rent	£3,822.00		
Return of Agent's deposit	£200.00 ¹		
Receipts (since last meeting)	£4,022.00		£287.92
Expenditure			
Alchemy Tree Surgery 000207	£500.00		
Paul Farey (Decorator) 000208	£100.00		
Clerk's Expenses 000209	£306.31		
Entrust registration 000210	£100.00		
Expenditure (since last meeting)	£1,006.31		
Closing Balances (on 27/11/2013)	£12,528.86	£0.00	£61,287.92
Total Cash & Debtors (on 27/11/2013)	School Trustees	Village Hall	Total Cash
	£73,816.78	£8,033.70	£81,850.48

¹ Because we now manage the property ourselves

(b) Village Hall Q2/Q3 2013 Report

Q2/Q3 income was well above target, well up on 2012. Expenses were slightly higher than in 2012 with higher fuel bills and cleaning bills. The servicing of the heating system (for the first time in 10 years) and the repainting of the front door added £742 to expenses which were above budget. Overall, however, the Village Hall is on target to generate a surplus of £1,000.

(c) Budget Summary (Compared with March 2013 budget)

Educational Foundation 2013 Budget	School Trustees	Village Hall	Total Funds	School Trustees	Village Hall	Total Funds
	Budget			Actual (Projected)		
Opening Funds January 2013	£77,400	£7,200	£84,600	£77,400	£7,200	£84,600
Operating Income						
School House Rent	£ 7,500		£ 7,500	£7,700		£ 7,700
Hall Hire		£ 3,600	£ 3,600		£4,100	£ 4,100
Operating Expenditure						
School House Insurance/Repairs	-£ 1,500		-£1,500	-£1,700		-£1,700
School House Tenancy Change Provision	-£ 1,200		-£1,200	-£1,200		-£1,200
Village Hall Running Costs/Repairs		-£ 2,600	-£2,600		-£3,100	-£3,100
Operating Surpluses	£ 4,800	£ 1,000	£ 5,800	£4,800	£ 1,000	£5,800
Investments & Grants						
Interest	£ 2,500		£ 2,500	£2,400		£ 2,400
Grant income [4]				£10,000		£10,000
Profit on COIF Units				£1,000		£ 1,000
Non-operating income	£2,500		£2,500	£13,400		£13,400
Project Expenditure						
Car Park development	-£23,000		-£23,000	-£ 22,600	-£ 200	-£22,800
Garden works		-£ 300	-£300	-£ 200		-£ 200
Enabling works	-£ 6,000		-£ 6,000	-£ 100		-£ 100
Project Expenditure	-£29,000	-£ 300	-£29,300	-£ 22,900	-£ 200	-£23,100
Projected Closing Funds December 2013	£55,700	£ 7,900	£63,600	£ 72,700	£8,000	£ 80,700

(d) Reserves position

The Trustees reviewed the financial position of the Trust and the reserves as restated in March 2013. The projected December 2013 figures are ahead of the budget plan as a result of the £10,000 grant and slightly higher income. It is unlikely that the provision for tenancy change will now be spent. So in reality the end of year funds are likely to be around £73,900 for the School Trustees and £8,000 for the Village Hall. The £1,200 unspent on the Tenancy Change Provision will be added to the Tenancy Change Reserve

The Trustees were confident that this position can be maintained and were able revise the reserves position restated in March 2013.

	School Trustees	Village Hall
Revised Reserves November 2013	£73,900	£8,000
Trustee general operating reserves ²	£13,200	
Village Hall general operating reserve ³		£1,500
Tenancy change reserve ⁴	£2,400	
Educational Grant reserve ⁵	£3,000	
Millennium Garden reserve ⁶		£0
Village Hall extension development fund ⁷	£55,300	
Village Hall extension disruption reserve ⁸		£4,000
Village Hall extension fit out reserve ⁹		£2,500

As a result of these changes to reserves, £61,800 is now reserved for the Village Hall extension.

(e) Grant Applications

The Clerk reported on the award of a grant from East Northamptonshire Council of £35,100 (with £5,100) of this payable to ENTRUST as an enabler for the BIFFA Award. BIFFA has also made a conditional award of £50,000.

2013.32 Village Hall Extension Project

The Trustees reviewed the quotes received

Chelveston Village Hall - Supplier Quotations

Date	No.	Supplier	Estimate incl VAT	Notes
10/03/2012	K1	The Hewitt Building Company Ltd	£ 92,710	1,2,3,4,6
08/06/2012	K2	Langley Bay Limited	£ 138,600	2,3,4,5,6
13/06/2012	K3	TI Building Services Ltd	£ 165,000	3,4,6
26/07/2012	K4	Prince Build Ltd	£ 180,995	3,6
31/07/2013	K5	Michael Farrow Ltd	£ 147,247	1,3,4

Notes

- 1 No internal flooring allowed for in quote
- 2 No external remedial works allowed for in quote
- 3 No mains service improvements allowed for in quote
- 4 No temporary facilities allowed for in quote
- 5 Some external drainage not included
- 6 Gas combi boiler included not air source heating

Commentary

The suppliers have quoted on the basis of the full plans as approved by ENC. They were each asked to interpret the plans and point out areas where there was a lack of clarity or where there were options to be considered. They were also asked to look for opportunities for cost savings.

² For unexpected major repairs to the buildings

³ For repairs to Village Hall equipment

⁴ For decorating and repairs in the event of tenancy change – this reserve was increased by the additional provision of £1,200 made in the 2013 budget

⁵ Will be retained even though there are no applicants at the moment

⁶ Millennium Garden reserve now exhausted

⁷ Covering remaining expenditure for 2013/2014 – previous years' expenditure already accounted for

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

⁹ For cooker, signage, cupboards etc

The favoured supplier quotations are K1, K4 and K5. Two of these suppliers are based in the Parish and each has a local reputation to maintain and a track record in delivery

Supplier K4 produced the best schedule of works which has been used by the Trustees to formulate the revised budget. Unfortunately, supplier K4 was the highest priced option as it was a full "commercial" solution with on-site project management, site office etc. However, the Trustees still felt that they should be asked to re-quote to provide a bench mark figure.

The budget figure does not include the VAT discount that is allowed on works relating to compliance with the Disability Discrimination Act. Discussions with HMRC suggest that we can agree a percentage VAT refund based upon the proportion of floor space dedicated to disabled users (the toilet) and on the costs of specialised equipment required in that space.

2013.33 Project authorisation

On the basis of the quotations and reserves the Trustees felt that the project is viable and should go ahead. If the second round of quotes indicates that there will be a shortfall, then local fund raising will be undertaken from the Village. The start date for the project will be March/April 2014.

The Trustees resolved unanimously to sign the funding agreement with ENC and authorised the Clerk to continue with the quotation process and in discharging the conditions of the BIFFA grant.

Before work commences, the Clerk was directed to ensure that the necessary insurance provisions were in place to cover the works and the buildings during the project.

2013.34 Date of next meeting

First week in February 2014 – with email correspondence in the interim period to review quotations as they arrive



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