

**Minutes of the Trustees of the Educational Foundation of  
Abigail Bailey and Ann Levett  
on Friday 21<sup>st</sup> November 2014 held at the Village Hall 3:30pm**

**Present:**

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

**2014.10. Minutes of last meeting**

The minutes of the April 2014 meeting were approved with minor corrections to the figures in 2014.8 and signed by Pieter Mommersteeg.

**2014.11. Report on urgent actions undertaken by the Clerk**

**(a) School House Maintenance**

No significant maintenance issues have arisen but ducting has been purchased to install an air vent in the kitchen cupboards to alleviate damp. This will be fitted when time permits

**(b) Village Hall Maintenance**

The Clerk replaced the square wooden tables at a cost of £420. The new ones stack more conveniently and were necessary to take up less space during the extension work. The ladders were replaced at a cost of £150 to facilitate decoration and access to the light fittings. The previous ladders were not safe for use on the floor surface as they slipped badly during use.

**2014.12. Finances of the Foundation**

**(a) Detailed receipts and payments Account to 21<sup>st</sup> November 2014**

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

<b>Foundation Accounts</b>	<b>Lloyds TSB &amp; Virgin</b>	<b>Village Hall</b>	<b>Totals</b>
<b>Opening Balances (on 03/04/2014)</b>	<b>£81,556.37</b>	<b>£3,694.28</b>	<b>£85,250.65</b>
<b>Receipts</b>			
Virgin interest	£686.87		
School House rent	£4,459.00		
Grant receipts	£58,456.39		
Village Hall Income		£3,366.00	
<b>Receipts (until 21/11/2014)</b>	<b>£63,602.26</b>	<b>£3,366.00</b>	<b>£66,968.26</b>
<b>Expenditure</b>			
Administration	(£145.12)	(£73.16)	(£218.28)
Maintenance & Equipment	(£257.01)	(£570.60)	(£827.61)
Extension expenditure	(£109,010.88)	(£2,354.59)	(£111,365.47)
Village Hall Utilities		(£695.98)	(£695.98)
Village Hall Cleaning		(£273.93)	(£273.93)
<b>Expenditure (until 21/11/2014)</b>	<b>(£109,343.01)</b>	<b>(£3,698.26)</b>	<b>(£113,381.27)</b>
<b>Closing Balances (on 21/11/2014)</b>	<b>£35,745.62</b>	<b>£3,092.02</b>	<b>£38,837.64</b>

(b) Village Hall Re-development Project Finances

Project Budget/Expenditure				Esimated	Notes
				Complete	
Phase	Item	April Budget	Quotes	Actual Expenditure	
<b>0.0</b>	<b>Project Management &amp; Inspection Costs</b>		<b>£3,000</b>	<b>£2,990</b>	1
<b>1.0</b>	<b>Enabling works</b>	<b>£10,400</b>	<b>£10,400</b>	<b>£9,275</b>	2
<b>2.0</b>	<b>Making Hall available for safe use</b>			£-	
2.01	Water/Gas Disconnection and replumbing	£400	£400	£495	
2.02	Rewiring and reconnection	£400	£400	£396	
2.03	Toilet Hire Fees	£2,400	£2,400	£2,563	
2.04	Sink Unit & Fittings	£300	£300	£478	
2.05	Install temporary wall/fencing	£500	£500	£630	
<b>2.0</b>	<b>Temporary Facilities</b>	<b>£4,000</b>	<b>£4,000</b>	<b>£4,562</b>	2
<b>3.0</b>	<b>Building Shell</b>				
3.01	Demolition, substructure		£12,120	£14,732	3
3.02	Walls, stonework, window frames		£35,760	£36,390	4
3.03	Roof		£14,100	£17,585	5
3.04	Windows/Exterior Door		£4,715	£3,994	6
3.05	Floor screeding labour		£180	£150	8
3.06	Walling & Ceiling labour		£540	£2,239	7
3.07	Walling & Ceiling materials		£240	£2,066	7
3.08	External drainage and finishing off		£9,278	£8,125	8
3.09	Shell extras not covered elsewhere			£501	9
	<b>Building Shell</b>	<b>£74,100</b>	<b>£76,933</b>	<b>£85,783</b>	
<b>4.0</b>	<b>Internal Fit Out</b>				
4.01	Internal doors and architrave		£803	£3,485	10
4.02	Sanitaryware	£2,150	£1,999	£1,999	
4.03	Plumber + Fittings	£2,500	£2,500	£3,009	
4.04	Cubicles	£1,200	£1,200		
4.05	Shower former and tanking	£600	£600	£556	
4.06	Hygenic walling	£2,500	£2,500	£495	7
4.07	Altro Contrax Flooring	£4,100	£3,953	£3,953	
4.08	Electrical fittings	£3,500	£3,500	£16	
4.09	Electrician	£2,500	£2,500		
4.10	Kitchen Units, Sinks & worktops + fitting	£6,100	£6,100		
4.11	Fittings	£900	£900		
4.12	Moveables and appliances	£3,700	£3,700		
	<b>Internal Fit Out</b>	<b>£29,750</b>	<b>£30,255</b>	<b>£13,512</b>	
<b>5.0</b>	<b>Renewable Heating &amp; Heat Recovery</b>		£8,800	£8,652	
5.1	Air source heat pump	£8,170			
5.2	Frost Protection Heaters	£300	£650		
5.3	Hot water heaters	£1,908	£350	£290	
5.4	Ducting	£2,830	£1,000	£655	
5.5	Installation	£3,067			
	<b>Renewable Heating</b>	<b>£16,275</b>	<b>£10,800</b>	<b>£9,597</b>	
<b>6.0</b>	<b>Making good</b>				
6.1	Extenal making good	£3,200	£4,200	£1,279	
6.2	Internal making good	£1,600	£1,600	£1,054	
	<b>Making good</b>	<b>£4,800</b>	<b>£5,800</b>	<b>£2,333</b>	
	<b>Remaining Contingency</b>	<b>£18,000</b>	<b>£16,137</b>	<b>£5,709</b>	
	<b>Total Cost/Expenditure/Orders to date</b>	<b>£157,325</b>	<b>£157,325</b>	<b>£133,760</b>	

## Notes

1	Construction Drawings and ENC inspection costs	£	2,990
2	Savings on Enabling Works	-£	563
	Additional foundation depth required by building		
3	inspector	£	2,612
4	Cutting back of window reveals & additional RSJ missed by architect	£	630
5	Installation of Solarspot roof lights	£	3,485
6	Sourced external door elsewhere	-£	721
7	Rendering, plastering and wainscotting instead of PVC panelling	£	1,520
8	Savings from reduced specification & VAT	-£	845
9	Additional skips needed for shell build	£	501
10	Internal door and furniture purchase not included in original estimate	£	2,682

<b>Unbudgetted expenditure to date from original contingency</b>	<b>£</b>	<b>12,291</b>
<b>Remaining contingency</b>	<b>£</b>	<b>5,709</b>
<b>Unspent from April 2014 budget (including contingency)</b>	<b>£</b>	<b>29,274</b>

## (c) Reserves position at 31st December 2013

	School Trustees	Village Hall	Total Reserves
<b>Reserves 31/12/2013</b>	<b>£74,900</b>	<b>£8,300</b>	<b>£83,200</b>
Trustee general operating reserves <sup>1</sup>	£13,200		
Village Hall general operating reserve <sup>2</sup>		£1,500	
Educational Grant reserve <sup>3</sup>	£3,000		
Tenancy change reserve <sup>4</sup>	£2,400		
<b>Operational Reserves</b>	<b>£18,600</b>	<b>£1,500</b>	<b>£20,100</b>
Village Hall extension development fund	£56,300		
Village Hall extension disruption reserve <sup>5</sup>		£4,000	
Village Hall extension fit out reserve <sup>6</sup>		£2,800	
<b>Extension Reserve</b>	<b>£56,300</b>	<b>£6,800</b>	<b>£63,100</b>
<b>Grants</b>	<b>Confirmed</b>	<b>Expected</b>	<b>Total</b>
BIFFA	£50,000		
ENC	£30,000		
Chelveston Windfarm Benefit Trust		£9,000	
	<b>£80,000</b>	<b>£9,000</b>	<b>£89,000</b>

<sup>1</sup> For unexpected major repairs to the buildings

<sup>2</sup> For repairs to and replacement of Village Hall equipment

<sup>3</sup> Will be retained even though there are no applicants at the moment

<sup>4</sup> For decorating and repairs in the event of tenancy change

<sup>5</sup> For temporary facilities during the build

<sup>6</sup> For new appliances and movables

(d) Reserves position at 21st November 2014

	School Trustees	Village Hall	Total Reserves
<b>Reserves 21/11/2014</b>	<b>£22,348</b>	<b>£7,375</b>	<b>£38,837</b>
Trustee general operating reserves <sup>1</sup>	£13,200		
Village Hall general operating reserve <sup>2</sup>		£929	
Educational Grant reserve <sup>3</sup>	£3,000		
Tenancy change reserve <sup>4</sup>	£2,400		
Village Hall audio visual system <sup>7</sup>		£2,000	
Unallocated funds held in cash	£9,115		
<b>Operational Reserves</b>	<b>£27,715</b>	<b>£2,929</b>	<b>£30,644</b>
Village Hall extension development fund	£3,748		
Village Hall extension disruption reserve <sup>5</sup>		£1,645	
Village Hall extension fit out reserve <sup>6</sup>		£2,800	
<b>Extension Reserve</b>	<b>£3,748</b>	<b>£4,445</b>	<b>£8,193</b>

  

Grants	Expected	Received	Remaining
BIFFA	£50,000	£17,458	£32,542
ENC	£30,000	£30,000	£0
Chelveston Windfarm Benefit Trust	£9,000	£9,000	£0
ENC MEF		£2,000	
	<b>£89,000</b>	<b>£58,458</b>	<b>£32,542</b>

The grants remaining to be received and the remaining extension reserve total **£40,735**. The projected expenditure on the current budget is **£29,274**. We should therefore be in a strong position to complete the project within the funds available. Cash flow will be a challenge as the BIFFA grants are only paid in arrears. However, the Foundation does have operational reserves which can be used temporarily to resolve this. It was **RESOLVED** that operational reserves should not be allowed to fall below £10,000 without reference to the Trustees for approval.

**2014.13. School House Tenancy**

Concern was expressed by the Trustees over the state of the front and back gardens at School House and the fact that the tenant's car was parked dangerously. The Clerk was asked to discuss this with the tenant and resolve.

**2014.14. Village Hall Management**

The management of the extended Village Hall was debated. It was recognised that the bulk of the management and maintenance activity was being undertaken by the Clerk and that this might not be sustainable in the longer term. It was agreed that a cleaner would be contracted on a regular basis to ensure that the Village Hall was kept in the best condition. It was also suggested that future tenants of School House might be engaged to contribute to the running of the Village Hall as part of their contract.

<sup>7</sup> To be topped up by Parish Council and any spare Village Hall reserves at the end of the project

#### **2014.15. Membership of the Trustee Body**

Under the current Charitable Scheme for the Foundation, the incumbent Vicar is automatically appointed as a Trustee of the Foundation. Whilst the Reverend Canon Grant Brockhouse did attend as many meetings as possible, the present incumbent the Reverend Canon Richard Stainer does not currently have the time to get involved. There are too many pressures on his time relating to church matters and pastoral care. Nevertheless, the Foundation does need seven Trustees if it is to comply with the governance requirements of its present Scheme. This situation will need to be reviewed at the next meeting.

Cllr Martin Emerson informed the meeting that he would be standing down as a Parish Councillor at the next election and therefore would be ineligible to be appointed as a Trustee in this capacity. However, he expressed a strong wish to continue to be part of the Foundation with a commitment to take its work forward.

Pieter Mommersteeg indicated that he was considering standing down as an elected Trustee at the next Annual Parish Assembly assuming that the refurbishment project was completed successfully. This would give the opportunity for Cllr Emerson to stand as a Trustee.

Penny Hughes also indicated that she was considering standing down when the extension was completed.

The situation would be reviewed at the next meeting.

#### **2014.16. Date of next meeting**

In February 2015 to review progress.

Cllr Adrian Dale



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