

**Minutes of the Annual Meeting of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
on Wednesday 24th June 2015 held at the Village Hall 3:30pm**

Present:

Arthur Wright, Malcolm Russen, Martin Emerson, Cllr Melvyn Wooding, Raymond Dyer, Richard Kirk, Adrian Dale (Clerk)

2015.8 Confirmation of Trustee Appointments

At the end of the last meeting, Pieter Mommersteeg (Chairman Pro Tem) and Penelope Hughes resigned as Residents' Trustees. Michael Smith resigned as a Church Warden appointee and Martin Emerson resigned as a Parish Council Trustee. Four new Trustees have been elected/appointed as follows:

- Martin Emerson – No longer being a Parish Councillor, was elected by residents at the Annual Parish Assembly on 4th May 2015 for an initial three year term,
- Raymond Dyer – Elected by residents at the Annual Parish Assembly on 4th May 2015 for an initial three year term,
- Richard Kirk – Elected as Church Warden by the Parochial Church Council on 1st May 2015 until such time as he is no longer Church Warden,
- Cllr Melvyn Wooding – Appointed as Parish Council Trustee on 18th May 2015 until such time as the Parish Council appoints a successor or he ceases to be a Parish Councillor.

The Clerk confirmed that all Trustees were eligible for office and that all had duly signed their declaration of office for their term. The Charity Commission has been notified.

Malcolm Russen is now in his final year of his second term as Residents' Trustee.

Arthur Wright continues to be a Trustee by virtue of his re-election as Church Warden.

Canon Richard Stainer has declined the offer of Trusteeship as the incumbent of the Parish and so this position mentioned in the scheme of 1906 remains vacant for the time being.

2015.9 Election of Chairman 2015/2016

In living memory the incumbent priest of the Parish has automatically been appointed the Chair of the Foundation, although this is not prescribed in any of the available records. When Canon Grant Brockhouse left the Parish, Pieter Mommersteeg was elected *Chairman Pro Tem* until such time as the new incumbent was appointed to the Parish. However, as Canon Richard Stainer has declined to take up his Trusteeship, it is no longer appropriate to hold the position of Chairman open in this way.

Martin Emerson therefore stood nominated from the last meeting to be Chairman in his own right if elected as a Trustee. There were no other nominations and he was duly unanimously elected as Chairman of the Foundation.

2015.10 Election of Vice Chairman 2015/2016

Cllr Melvyn Wooding was nominated and seconded as Vice Chairman and he was duly elected unanimously as Vice Chairman of the Foundation.

2015.11 Appointment of Clerk to the Trustees

Adrian Dale confirmed that he was willing to continue as Clerk to the Trustees at no salary. However, he advised the Trustees that there was a risk of having so many

duties and responsibilities concentrated in one person. Currently, he was fulfilling the following roles:

- **Clerk to the Trustees** – managing Trustee appointments, organising meetings, preparing papers, minutes, and dealing with the Charity Commission;
- **Treasurer of the Foundation** – handling all the banking and accounts, managing the annual audit process;
- **Bookings secretary** – managing the bookings for the hall, meeting and vetting all hirers, issuing contracts, collecting payment, briefing the hirers on the use of the hall, programming in their access codes to the door lock;
- **Caretaker for the Hall** – checking the hall after each use, undertaking all maintenance activity, including grass cutting of the paddock and supervising the cleaning contract;
- **Landlord for School House** – dealing with the tenant and agent, organising or undertaking maintenance work.

The role of the Village Hall Committee was discussed. It hasn't met for 2 years and only two members made a limited contribution to the refurbishment project.

The meeting concluded that there was no reason for having a separate Village Hall Committee. The Clerk was asked to prepare a draft of a new Governing Document for consideration by the next meeting.

2015.12 Variation of banking mandates

The Clerk explained the accounts to the new Trustees:

- Lloyds – Chelveston School Trustees – holds the main Foundation funds – current balance £25,270.05;
- Lloyds – Chelveston Village Hall – holds the Village Hall running account for hire income and expenditure on Hall running costs – current balance £708.14;
- Virgin Charity Deposit – Foundation surplus funds – current balance £850.20;
- PayPal – Chelveston Village Hall – used to accept PayPal payments – current balance £286.65.

It was RESOLVED that the banking mandates be varied to add the new Trustees to the accounts and to remove Penny Hughes and Michael Smith. In view of Malcolm Russen's limited remaining term, it was agreed not to add his name to the Lloyds' mandate. The Virgin Charity deposit only allows for three signatories, these would be Arthur Wright, Martin Emerson and Raymond Dyer.

2015.13 Approval of minutes of last meeting

The minutes of the last meeting were approved and were signed by the Chairman. The Clerk presented the bound version of the minute book from 1968-2010. As soon as all new Trustees have had the opportunity to read these, the Clerk was authorised to deposit the minute book in Northamptonshire Archives to add to those already archived.

2015.14 Maintenance work

(a) School House Maintenance

Following the recent inspection, the following maintenance tasks were identified and fixed:

- Large gap around the front door – fixed by the Clerk adjusting the weather seals and fitting a new flexible seal;
- Two broken drawers in the kitchen – fixed by the Clerk making a new drawer front and strengthening the base of the other draw;
- Movement of the bath allowing water to seep behind it during showers – fixed by the Clerk strengthening the supports under the bath;
- The kitchen still suffers from condensation with the cupboards attracting condensing damp. The Clerk has fitted a 6 inch humidistat controlled fan after assistance from Richard Kirk in locating the appropriate core drill to bore the hole.

The following items of maintenance are outstanding:

- Cracking of the paint on the front door – needs the door to be completely stripped back to bare wood for repair of rotting sections. This is a softwood door but both Richard Kirk and Melvyn Wooding believe it is worth repairing rather than replacing;
- The rear door is in poor decoration but serviceable. However, water does get under the drawer during driving rain. Richard Kirk has recommended that the weather bar be removed and replaced so that it goes over the top of the weather strip;
- There is some wall that needs filling and redecoration where the electricity meter was moved during refurbishment. The Clerk will provide the filler for the tenant to do this;
- There is internal cracking due to movement throughout the property and some gaps in the stonework around the rear door. These don't appear to be causing issues but will be monitored;
- The gate which separates the rear of the property from the front garden has come loose from the wall and needs to be re-affixed.

The following items of maintenance are the responsibility of the tenant:

- Clearing the guttering to the front of the house, adjacent to the Village Hall;
- Uncovering the slab which holds the inspection cover for the sewer in the garden;
- Unblocking the gate to the road to enable its use;
- Tidy up the front and rear garden;
- Trim all the hedges and planting on the trellis work.

The heating system appears to be functioning but the Clerk advised that there had been a change in the law which might affect the property:

Regulations have now been laid in Parliament to require private rental properties to be brought up to a minimum level of energy efficiency from April 1, 2018.

It means the clock is now ticking for such homes to achieve an EPC rating of at least E. The changes mean that F and G rated properties will become illegal to let out.

There are various practical solution to lift your grade - eco light bulbs, double glazing, additional roof insulation, new boiler and those houses without cavity walls there is a solution representing thermal cladding. None of which are too outrageous and in some cases may well attract a grant using the Green Deal when in funds. Additionally tenants are becoming ever more savvy about these ratings as they give a solid indicator

as to the running costs of the property. As a result higher rents are more achievable on the more economical house.

The Clerk insulated the roof to 300mm two years ago and there is double glazing in the property. However, the boiler (Baxi – back boiler) is notoriously inefficient and will need replacing. The Trustees agreed that this would not be undertaken until a tenancy change or until it became mandatory.

(b) Village Hall Maintenance

Five problems have arisen recently which needed maintenance:

- A smell in the gents toilet appears to be caused by a seeping pan connector. Sealant has been applied to attempt to resolve this;
- Water was seeping under the sink top in the kitchen. This was resolved with clear sealant;
- The kitchen door has swelled during the heat and needed to be eased;
- The plaster has come away from the original wall of the store room, probably some reaction between the top coat and the underlying limestone. This has been removed and clad;
- A small hole appeared in the new tarmac outside where one of the old outside toilet drains had settled. Gary Hewitt has patched this.

There is one outstanding action for the refurbishment:

- Installation of an emergency light in the far room of the hall.

2015.15 Finances of the Foundation

(a) Re-development Project Expenditure

The re-development is essentially complete with the exception of the installation of the emergency light in the far room. A provision of £120 has been allowed for this. The total expenditure was £158,122.

(b) 2015 operating budget position

The Clerk presented the working operating budget position for Q2 2015.

Educational Foundation 2015 Budget	School Trustees	Village Hall	Total Funds	School Trustees	Village Hall	Total Funds
	Budget			Actual (Q2)		
Opening Funds January 3015	£34,197	£2,858	£37,055	£34,197	£2,858	£37,055
Operating Income						
School House Rent	£ 5,733		£ 5,733	£ 3,822		£ 3,822
Hall & Equip.Hire		£ 5,300	£5,300		£ 3,201	£ 3,201
Other income					£ 155	£ 155
Operating Expenditure						
School House Insurance/Repairs	(£ 1,500)		(£1,500)	(£514)		(£514)
School House Tenancy Change Provision	(£ 1,200)		(£1,200)			
Village Hall Running Costs/Repairs		(£ 3,900)	(£3,900)		(£2,572)	(£ 2,572)
Administration	(£200)			(£ 81)		
Operating Surpluses	£ 2,933	£ 1,040	£3,973	£ 3,227	£ 769	£ 3,996
Grant Income						
BIFFA	£26,930		£26,930	£ 26,930		£ 26,930
Parish Council	£1,172		£1,172	£1,172		£1,172
Repay MEF Grant	(£2,000)		(£2,000)	(£2,000)		(£2,000)
Non-operating income	£ 26,102		£ 26,102	£ 26,102		£ 26,102
Project Expenditure						
Temporary Facilities		(£ 300)	(£300)		(£ 262)	(£ 262)
Fitting out	(£ 26,000)	(£ 250)	(£ 26,250)	(£ 31,479)	(£ 213)	(£ 31,692)
Commissioning		(£ 1,000)	(£ 1,000)		(£ 1,379)	(£ 1,379)
Making good	(£ 6,000)		(£ 6,000)	(£ 4,908)		(£ 4,908)
Contingency	(£ 3,000)		(£ 3,000)			
Project Expenditure	(£ 35,000)	(£ 1,550)	(£ 36,550)	(£ 36,387)	(£ 1,854)	(£ 38,241)
Shortfall from reserves	(£ 8,898)	(£ 510)	(£ 9,620)			
Closing Funds December 2015	£ 28,232	£ 2,348	£31,407			

The Village Hall running costs are higher than budgeted. Cleaning should stabilise at around £25-30/week on average. Utility bills have increased but are fixed for 2 years. Hire charges will increase by 6.25% in 2016.

2015.16 School House Tenancy

At the request of the previous Trustees, the Clerk inspected School House on 4th June 2015. The maintenance items noted above were found and agreed with the tenant.

The inside of the house is undamaged but is very untidy and unclean. Under the terms of the tenancy (5.2), the tenant is required to:

...keep the interior of the Property and the Contents in at least as good and clean condition and repair as they were at the commencement of the tenancy.

The house was always untidy when previously inspected by Charles Orlebar and this was the source of friction with the agent as it was always commented upon, despite not being a requirement of the tenancy. The tenants felt that this was an unwarranted intrusion on their lifestyle. However, throughout the inspections when Vanessa Charles was joint tenant, the property was kept clean. Since Vanessa has left, the property is now both untidy and unclean.

The garden is clearly very untidy and parts of the grass have disappeared through the activity of the chickens and ducks. Under the terms of the tenancy (5.5) the tenant is required to :

...keep the gardens (if any) driveways, pathways, lawns, hedges, and rockeries as neat and tidy and properly tended as they were at the start of the tenancy.

This has clearly not been complied with.

The tenant has written permission in the tenancy (13b) to

...keep 2 dogs, 2 cats and 2 chickens at the property during the tenancy. The landlord reserves the right to withdraw this consent at any point during tenancy exercised by giving one months notice. The tenant agrees to have the property professionally deep cleaned (including carpets) and fumigated on request at any point during the tenancy by the landlord or is agent further to a periodic inspection and before the tenant checks out. Should any decoration be damaged by the above animals then the tenant is to make good the damage in full .”.

There are 2 dogs, 1 cat, several chickens and ducks.

The tenant was sent a letter on 11th April 2015 asking for immediate improvements to emergency access routes from the Village Hall. The inspection was carried out on 4th June asking for a number of improvements to the outside of the property. A further letter was sent on 28th June, requiring improvements within the next 21 days.

2015.17 Any other business raised by Trustees

Melvyn Wooding expressed a view that the overall front of the Hall needed to be smartened up so that the overall site was presented at its best. In particular he was concerned that:

- The front hedge of the car park has reached a height which is hiding the extension from the road and is now unmaintainable. He recommended that it be reduced in height to gate level. (Post meeting note: The planning permission for the car park actually requires that the hedge be reduced to this height to allow visibility of pedestrians on the pavement when cars are leaving the car park).
- The parking of the School House tenant's car on the front forecourt should be stopped immediately.
- The railings could potentially be restored to their previous (pre-1976) extent.
- The Parish Council Notice board needs the pin area repainting.
- The hedging around School House needs to be better maintained.
- The rubbish and recycling bins should be removed.

2015.18 Date of next meeting

The Trustees will meet in around 3 months time.



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