

**Minutes of the Trustees of the Educational Foundation
of Abigail Bailey and Ann Levett on Friday 10th April
2015 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)

2015.1 Minutes of last meeting

The minutes of the November 2014 meeting were approved and signed by Pieter Mommersteeg.

2015.2 Report on urgent actions undertaken by the Clerk

(a) School House Maintenance

No significant maintenance issues have arisen.

(b) Village Hall Maintenance

All maintenance activity for the Village Hall has been undertaken as part of the development project.

2015.3 Finances of the Foundation

(a) Approval of the 2014 accounts

The Clerk presented the accounts for 2014 which had been independently examined by Jennie Clark of 18 Duchy Close. She reported no issues with the accounts as presented and confirmed that a number of tests of controls had been performed. The Trustees were satisfied with the system of internal controls and it was **RESOLVED** to approve the Accounts and Trustee Annual Report 2014 for publication at the Annual Parish Assembly 2105 and submission to the Charity Commission.

(b) Reserves position at 31st December 2014

	School Trustees	Village Hall	Total Reserves
Reserves 31/12/2014	£29,197	£7,858	£37,055
Trustee general operating reserves ¹	£12,000		
Village Hall general operating reserve ²		£1,500	
Educational Grant reserve ³	£3,000		
Tenancy change reserve ⁴	£2,700		
Operational Reserves	£17,700	£1,500	£19,200
Village Hall extension development fund	£9,497		
Village Hall extension disruption reserve ⁵		£300	
Village Hall extension fit out reserve ⁶		£6,058	
Village Hall audio visual system reserve	£2,000		
Extension Reserve	£11,497	£6,358	£17,855

¹ For unexpected major repairs to the buildings

² For repairs to and replacement of Village Hall equipment and cash flow

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

⁴ For decorating and repairs in the event of tenancy change

⁵ For temporary facilities during the build

⁶ For new appliances and movables

(c) Re-development Project Expenditure

The Clerk confirmed that all grants due had now been paid by BIFFA. At the date of the meeting, all major works had been completed at a cost of £157,099. This is within the budget figure approved in April 2014. However, as a result of savings made during the project, this figure includes additional kitchen equipment and a replacement of all the chairs in the Village Hall.

Minor commissioning works and the re-decoration of the Hall, together with the cleaning and repair of the curtains would add around £900 to the total re-development costs with the total expected to be £158,000.

The Clerk was thanked by the Chairman for his contribution to the project.

(d) 2015 operating budget

The Clerk presented the working operating budget for 2015 that had been in use since January.

Educational Foundation 2015 Budget	School Trustees	Village Hall	Total Funds	School Trustees	Village Hall	Total Funds
	Budget			Actual (Q1)		
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	£ 1,911		£ 1,911
Hall & Equip.Hire		£ 5,300	£5,300		£ 1,251	£ 1,251
Other income					£ 135	£ 135
Operating Expenditure						
School House Insurance/Repairs	(£ 1,500)		(£1,500)	(£362)		(£362)
School House Tenancy Change Provision	(£ 1,200)		(£1,200)			
Village Hall Running Costs/Repairs		(£ 3,900)	(£3,900)		(£2,064)	(£ 2,064)
Administration	(£200)			(£ 60)		
Operating Surpluses	£ 2,933	£ 1,040	£3,973	£ 1,489	(£ 678)	£ 811
Grant Income						
BIFFA	£26,930		£26,930	£ 19,659		£ 19,659
Parish Council	£1,172		£1,172	£1,172		£1,172
Repay MEF Grant	(£2,000)		(£2,000)			
Non-operating income	£ 26,102		£ 26,102	£ 20,831		£ 20,831
Project Expenditure						
Temporary Facilities		(£ 300)	(£300)		(£ 262)	(£ 262)
Fitting out	(£ 26,000)	(£ 250)	(£ 26,250)	(£ 31,479)	(£ 242)	(£ 31,721)
Commissioning		(£ 1,000)	(£ 1,000)		(£ 769)	(£ 769)
Making good	(£ 6,000)		(£ 6,000)	(£ 4,488)		(£ 4,488)
Contingency	(£ 3,000)		(£ 3,000)			
Project Expenditure	(£ 35,000)	(£ 1,550)	(£ 36,550)	(£ 35,967)	(£ 1,273)	(£ 37,240)
Shortfall from reserves	(£ 8,898)	(£ 510)	(£ 9,620)			
Closing Funds December 2015	£ 28,232	£ 2,348	£ 30,580			

Fitting out costs in Q1 were higher than anticipated in the original project budget owing to the purchase of new chairs for the Village Hall, additional external lighting,

and additional kitchen equipment. Some of this was financed from contingency and savings elsewhere.

2015.4 School House Tenancy

Further concern was expressed by the Trustees over the state of the front and back gardens at School House. The Clerk was instructed to write to the tenant requiring immediate improvements and to arrange an internal inspection of the property.

2015.5 Village Hall Management

The cleaning contract discussed at the last meeting has been implemented. Although this has increased the running costs of the Hall, the results are obvious. The hall is now in an excellent state and this should be reflected in improved hires. The role of the Village Hall Management Committee was debated and it was agreed that the existence and role of the Committee should be reviewed at the Annual Meeting of the Trustees.

2015.6 Membership of the Trustee Body

Pieter Mommersteeg and Penny Hughes confirmed that they would be standing down as Trustees following the successful completion of the refurbishment project. Martin Emerson confirmed that he would be standing down as a Parish Councillor Trustee but that he would seek re-election as a Residents' Trustee. Malcolm Russen has one further year to serve as a Residents' Trustee. The Foundation would therefore be seeking nominations for at least one Residents' Trustee to be elected at the Annual Parish Assembly on 4th May 2015. Arthur Wright confirmed that it is unlikely that Fr Richard Stainer would wish to take up his role as Trustee. The implications of this would be reviewed at the next meeting.

2015.7 Date of next meeting

The Annual Meeting of the Foundation will be held in June 2015.



Cllr Adrian Dale
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