

**Minutes of an Ordinary Meeting of the Trustees of the  
Educational Foundation of Abigail Bailey and Ann Levett  
on Wednesday 11<sup>th</sup> November 2015 held at the Village Hall 4:30pm**

**Present:**

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

**2015.19 Approval of minutes of last meeting**

The minutes of the last meeting were approved and were signed by the Chairman.

**2015.20 Maintenance work**

**(a) School House Maintenance**

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 door 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;
- 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.

**(b) Village Hall Maintenance**

Three items of maintenance have been attended to:

- The kitchen door has swelled during the heat and needed to be eased. This has re-occurred and will be sorted shortly;
- One of the bulbs in the external lights needed to be replaced.
- An override switch has been fitted to the corridor lights

There is one outstanding action for the refurbishment:

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

There is a potential problem with the plaster in the main hall above the door to the corridor. This will be monitored.

## 2015.21 Finances of the Foundation

### (a) Re-development Project Expenditure

There has been no further expenditure.

### (b) 2015 operating budget position

The Clerk presented the working operating budget position for Q3 2015.

<b>Educational Foundation 2015 Budget</b>	<b>School Trustees</b>	<b>Village Hall</b>	<b>Total Funds</b>	<b>School Trustees</b>	<b>Village Hall</b>	<b>Total Funds</b>
	<b>Budget</b>			<b>Actual (Q3)</b>		
<b>Opening Funds January 3015</b>	<b>£34,197</b>	<b>£2,858</b>	<b>£37,055</b>	<b>£34,197</b>	<b>£2,858</b>	<b>£37,055</b>
<b>Operating Income</b>						
School House Rent	£ 5,733		£ 5,733	£ 5,733		£ 5,733
Hall & Equip.Hire		£ 5,300	£5,300		£ 5,825	£ 5,825
Other income					£ 155	£ 155
<b>Operating Expenditure</b>						
School House Insurance/Repairs	(£ 1,500)		(£1,500)	(£617)		(£617)
School House Tenancy Change Provision	(£ 1,200)		(£1,200)			
Village Hall Running Equipt./Costs/Repairs Administration		(£ 3,900)	(£3,900)		(£3,941)	(£ 3,941)
	(£200)			(£ 81)		
<b>Operating Surpluses</b>	<b>£ 2,933</b>	<b>£ 1,040</b>	<b>£3,973</b>	<b>£ 5,035</b>	<b>£ 2,039</b>	<b>£ 7,074</b>
<b>Grant Income</b>						
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)
<b>Non-operating income</b>	<b>£ 26,102</b>		<b>£ 26,102</b>	<b>£ 26,102</b>		<b>£ 26,102</b>
<b>Project Expenditure</b>						
Temporary Facilities		(£ 300)	(£300)		(£ 262)	(£ 262)
Fitting out	(£ 26,000)	(£ 250)	(£ 26,250)	(£ 31,479)	(£ 213)	(£ 31,692)
Commissioning		(£ 1,000)	(£ 1,000)		(£ 1,384)	(£ 1,384)
Making good	(£ 6,000)		(£ 6,000)	(£ 4,908)		(£ 4,908)
Contingency	(£ 3,000)		(£ 3,000)			
<b>Project Expenditure</b>	<b>(£ 35,000)</b>	<b>(£ 1,550)</b>	<b>(£ 36,550)</b>	<b>(£ 36,387)</b>	<b>(£ 1,859)</b>	<b>(£ 38,246)</b>
<b>Shortfall from reserves</b>	<b>(£ 8,898)</b>	<b>(£ 510)</b>	<b>(£ 9,620)</b>	<b>(£10,285)</b>	<b>(£ 1,859)</b>	<b>(£12,144)</b>
<b>Closing Funds December 2015</b>	<b>£ 28,232</b>	<b>£ 2,348</b>	<b>£31,407</b>	<b>£28,946</b>	<b>£3,038</b>	<b>£31,985</b>

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 could increase by 6.25% in 2016

## 2015.22 School House Tenancy

The tenant has undertaken some improvements to the exterior of the front of the property. However, it is still untidy. The Clerk was asked to ensure that the tenant is aware of his obligations to maintain the property in good order.

**2015.23 Improvements to the car park and Village Hall frontage**

The Trustees reviewed the proposal from Darsdale Farm Contracting for the removal of the hedge to the front of the Village Hall Car Park and its replacement by a post and rail fence. The quote of £1,345+VAT was approved and the Clerk was instructed to place the order.

The Trustees reviewed the proposal for the installation of new gates and railings to the front of the Village Hall and approved the quote of £825. It was also agreed that the existing railings should be removed, shot blasted and sprayed.

**2015.24 Future projects**

The rear garden and paddock will need attention next year. Proposals include the installation of a covered area in the garden for smoking and barbeques, a fence to hide the air conditioning unit and work on the hedge between the garden and paddock.

**2015.25 Date of next meeting**

The Trustees will meet in around 3 months time.



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