

**Minutes of the Annual Meeting of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
on Wednesday 24th February 2016 held at the Village Hall 4:30pm**

Present:

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

2016.1 Apologies received

Richard Kirk was unable to attend owing to family commitments.

2016.2 Approval of minutes of last meeting – 11th November 2015

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

2016.3 Approval of 2015 Trustees' Annual Report

The report was approved for publication by the Trustees and for submission to the Charity Commission.

2016.4 Approval of 2016 Budget

The Trustees discussed the proposed budget and made changes based on the projects that were likely to be undertaken.

Educational Foundation 2016 Budget	School Trustees	Village Hall	Total Funds
	Budget		
Opening Funds[1] January 2015	£28,194	£3,897	£32,091
Income			
School House Rent (9 x £637)[2]	£ 5,733		£ 5,733
Hall Hire [3]		£ 8,000	£ 8,000
Interest	£ 20		£ 20
Other income		£20	£ 20
Operational Expenditure			
School House Insurance/Repairs [5]	(£ 1,500)		(£ 1,500)
School House Tenancy Change Provision [6]	(£ 1,200)		(£ 1,200)
Village Hall Running Costs/Repairs [4]		(£ 5,500)	(£ 5,500)
Village Hall Equipment		(£ 500)	(£ 500)
Administration	(£ 200)		(£ 200)
Operating Surpluses 2015	£ 2,853	£ 2,000	£ 4,873
Project Expenditure			
External fencing works	(£ 1,600)	(£ 400)	(£ 2,000)
Enclosures for bins, air con unit and materials	(£ 300)		(£ 300)
Covered BBQ area	(£ 600)		(£ 600)
Project Expenditure	(£ 2,500)	(£ 400)	(£ 2,900)
Closing Funds December 2016	£ 28,547	£ 5,517	£ 34,064

[1] Funds in bank accounts

[2] Assume 9 months rental

[3] Assumes same usage + price increases

[4] Includes insurance, cleaning and utilities

[5] Includes British Gas maintenance

2016.5 Cash flow position and investments

Given the healthy start of year position and the reserves agreed at the last meeting, the Clerk proposed moving £2,097.27 from the Village Hall account to the Virgin Deposit account so that the current account was cleared down to the year opening reserves.

Whilst this makes sense in principle, the Trustees instead proposed using these funds to pay for fencing works. Instead, it was agreed that money should be moved from the School Trustee current account as the reality is that this money is only needed for emergency repairs and that a £5,000 buffer is more than enough. The Clerk was instructed to arrange for the transfer whenever cash flow permitted.

2016.6 Maintenance work

(a) School House Maintenance

- No maintenance has been undertaken since the last meeting.

(b) Village Hall Maintenance

Three items of maintenance have been attended to:

- One of the bulbs in the external lights needed to be replaced.
- An override switch has been fitted to the kitchen lights and ladies/gents lights

There is one outstanding action for the refurbishment:

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

2016.7 Improvements to the car park and Village Hall rear

The Trustees agreed that the paddock, car park and garden are important assets and need to be well maintained to ensure that they are attractive and usable. They agreed that the existing hedge should be removed and replaced with fencing to match the new fences installed around the car park. The Clerk was instructed to get a quote from Darsdale Farm Contracts and to go ahead if the quote was within budget.

The Clerk warned that grass cutting was likely to be the major issue this year as the hand mower used last year was unlikely to last the season. Quotes were obtained from contractors in 2015 but at £123-£150 per cut it was clear that the ongoing expenditure was well outside any sensible budget.

The Trustees agreed that the purchase of a ride on lawn tractor would probably be necessary but were concerned that secure storage must be arranged before a purchase could be made. The Clerk was asked to investigate in detail before the hand mower failed. As Church Warden, Arthur Wright suggested that the Church might also be interested in sharing in the use of the mower.

The purchase of the equipment could be handled from reserves but the Clerk was asked to prepare the necessary documentation for a grant application to the Michael and Christine Foulger Charitable Trust to finance the associated capital costs. It was agreed that ongoing running costs would be financed by the Village hall.

Future projects would include the installation of a covered area in the garden for smoking and barbeques, and a fence to hide the air conditioning unit.

2016.8 Date of next meeting

The Trustees will meet in around 3 months time.

Adrian Dale

Martin Emerson



Clerk to the Trustees
21 Water Lane
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Chairman of the Trustees
Middle Farm House
The Green
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