

**Minutes of the Annual Meeting of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
on Wednesday 25th January 2017 held at the Village Hall 3:30pm**

Present:

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

2017.1 Chairman's Welcome

The Chair welcomed everyone to the meeting and explained that the meeting would be joined by Charles Orlebar after the formal business at the start of the meeting was concluded.

2017.2 Election of Chairman for 2017

Martin Emerson agreed to act as Chairman for 2017 and there being no other candidates he was unanimously **ELECTED**.

2017.3 Appointment of Clerk for 2017

Adrian Dale agreed to act as Clerk until a replacement is found for the various functions he undertakes. In July 2016, he had given notice to the Trustees that he needed to step down at the end of July 2017 in order to find paid work. The combined roles of landlord, clerk, caretaker, treasurer, bookings secretary are too demanding for one person on a voluntary basis.

2017.4 Approval of minutes of last meeting and correspondence

Having already been circulated for checking, the minutes of the last meeting and subsequent electronic correspondence were **APPROVED** and were signed by the Chairman.

a. **Annual Meeting - [24th February 2016](#)**

b. **Electronic Correspondence - [25th May-10th June 2016](#)**

c. **Electronic Correspondence - [17th-18th August 2016](#)**

2017.5 Meeting with Charles Orlebar to discuss School House Tenancy

In the light of the Clerk needing to step back from the various roles he currently undertakes, the Chair invited our Agent Charles Orlebar to discuss options for managing the School House tenancy. Currently Orlebar collects the rent for School House but all property management and tenant liaison is undertaken by the Clerk.

A number of points were discussed:

- There have been some well documented issues with the tenancy, some of which have not been resolved.
- The property is unlikely to meet the April 2018 energy efficiency threshold and it is likely that the heating system will need to be replaced.
- British Gas has now said that the ventilation available for one of the gas fires is insufficient.
- The British Gas maintenance contract costs are increasing steeply as the boiler gets older.
- The rent now being paid is well below market value, having not been increased since 2010.

Charles offered a number of suggestion as to the way forward.

It was unanimously **RESOLVED** that the management of School House should be moved back to Charles Orlebar with effect from 1st February 2017. The Clerk was authorised to sign the necessary contracts on behalf of the Trustees. It was agreed that Orlebar would be paid a commission of 10% + VAT and be authorised to take the necessary steps to resolve the issues with the tenancy using his professional skills and judgement.

2017.6 Grass cutting expenses allocation

The meeting discussed the [Allocation Proposal](#) for grass cutting expenses and wear/tear costs. The views of the Trustees were initially divided. However, after extensive discussion it was unanimously **RESOLVED** that the Foundation should create a restricted reserve for major repairs and/or long term replacement of the tractor. Both the Church and the Village Hall should contribute to this reserve based upon their respective usage. The reserve would only accumulate until sufficient funds had been put aside for the likely replacement costs. All other running expenses would be shared by the Church and Village Hall proportional to usage.

2017.7 Approval of 2016 Trustees' Annual Report

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

2017.8 Approval of proposed 2017 Budget

In the light of the changes made to the management of the School House tenancy, the proposed budget is no longer appropriate and will be recast for discussion at the next meeting.

The Trustees recognised that many of the functions currently undertaken by the Clerk might need to be outsourced to contractors if suitable volunteers could not be found. It was therefore agreed that there would be a 5% increase in hire fees to cover the costs of this. This increase would take effect immediately for new hires but be deferred until January 2018 for existing hires. In the case of the Parish Council the increase would be deferred until April 2018 as budgeting and the setting of the precept for 2017/2018 has already been completed.

It was also agreed that all invoicing would now take place through PayPal to reduce the complexity of managing the accounts.

2017.9 Transition plan for handing over of the Clerk's duties

There were some discussions of the various options and of ways the Trustees could assist but no decisions on how to move forward. This would need to be discussed at the next meeting.

2017.10 Date of next meeting

The Trustees will next meeting in person on Wednesday 22nd March 2017 3:30pm.

That meeting would be Malcolm Russen's last as a Trustee. Malcolm was first co-opted as a trustee in 2010 and was then formally elected in April 2011 to serve for two consecutive terms of three years. These terms have now completed, Malcolm being the first ever elected Trustee to serve out their maximum terms since the method for appointing Trustees changed in 2010.

Melvyn Wooding is currently the Parish Council nominated Trustee. The Clerk proposed that the Trustees should nominate Melvyn for election as a Resident Trustee

at the Annual Parish Assembly in April. He would then be eligible to serve two three year terms, even if he stood down as a Councillor.

It was **RESOLVED (with Melvyn Wooding abstaining)** that Melvyn be put forward for election as a Resident Trustee.

The meeting closed at 17:45



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