

**Minutes of an Ordinary Meeting of the Trustees
of the Educational Foundation of Abigail Bailey and Ann Levett
10th May 2017**

Participating:

Martin Emerson, Raymond Dyer, Richard Kirk, Melvyn Wooding, Andrew Seaman (Trustees)

Adrian Dale (Clerk)

Apologies

Arthur Wright (Trustee)

2017.26 Welcome from the Chairman

The Chairman welcomed everyone to the meeting, particularly Andrew Seaman who was attending for the first time.

2017.27 Induction of New Trustees

Melvyn Wooding resigned as Parish Council Appointed Trustee at the Annual Parish Assembly on 24th April 2017 and was immediately elected unopposed as an Elected Resident Trustee to serve until 1st May 2020 in the first instance. He signed a new Trustee Declaration.

Andrew Seaman was nominated as the Parish Council Appointed Trustee at the Annual Meeting of the Parish Council on 8th May 2017. Having studied the governance documentation provided by the Clerk, he agreed to serve until 1st May 2019. He signed a Trustee Declaration and was duly appointed as a Trustee.

The Clerk was **DIRECTED** to notify the Charity Commission of the changes to the Trustee body.

2017.28 Minutes of Previous Meetings and Correspondence

The following were unanimously **APPROVED**:

- a. Ordinary Meeting - [22nd March 2017](#)
- b. Electronic Correspondence - [18th April 2017](#)

2017.29 School House Tenancy Update

The tenancy expired on 15th April 2017 and from Tuesday 18th April 2017 (accounting for bank holidays) the tenant was occupying the property without permission. A one month extension to the tenancy was requested by the tenant's representative but the agent recommended that this not be granted as it would set a precedent and might lead to rolling requests for extensions.

A court order was immediately applied for and was served on the tenant on 5th May 2017. Although this incurs legal expenses of approximately £1,000 it offers a guaranteed route to recovering the property if the tenant doesn't leave. The tenant has until 19th May 2017 to respond.

The tenant's representatives have indicated that he will be leaving before the 15th May 2017. If this occurs, then court action will be stopped.

However, it now transpires that before requesting an extension, the tenant stopped the standing order which paid his rent (which falls due on the 16th of each month). The tenant believed that they had 1 month in hand and would not need to make a final payment. Charles Orlebar has confirmed that this is not the case. The tenant's first

payment of rent was on 16th November 2010. This covered the period 16th November 2010 – 15th December 2010. Therefore 1 month's rent fell due on 16th April 2017.

Charles Orlebar has contacted the tenant to demand the rent but there has been no response. The Clerk has contacted the personal representatives who have claimed that this is an oversight and will be rectified before he vacates. At the time of the meeting, no rent had been received.

Although the rent can be deducted from the deposit, it is highly likely that the costs of clearing and restoring the garden might already be higher than the deposit. The Trustees therefore **RESOLVED** that a claim should be made through the courts if no rent payment is received.

As soon as Charles Orlebar has completed the end of tenancy inspection it was **AGREED** that the Trustees will meet in the property to discuss the refurbishment plan. The following were identified as probably necessary to achieve the highest rent:

- Replacement of the heating system
- Removal of the gas fire in the dining room
- Refurbishment of the kitchen
- Refurbishment of the bathroom
- Restoration of the back garden to include pruning of the trees
- New front and back doors
- Reduction or removal of the hedges at the front of the property

2017.30 Update on the Cleaner / Caretaker roles

The Clerk reported that April was a lighter month than normal owing to Easter. He presented the latest [log](#) for approval. It was **APPROVED** for payment. The Clerk spent 21 hours on Village Hall work during three weeks. Melvyn and Ray assisted with building checks and cleaning whilst the Clerk was on leave. This was an additional 2 hours.

There had been some interest in the roles but no-one who was prepared to cover all of the roles for the whole week.

After discussion it was **AGREED** that the role continue to be advertised. We should now be seeking a small team who could work together to spread the load across the week.

Given the likely workload in managing the refurbishment of School House and the installation of new glazing in the Village Hall, the Clerk agreed to stay in post until at least the end of 2017.

Nevertheless, Ray suggested that it was important that we still put the whole operation onto a more sound footing so that we don't go through the same process next year.

The Chairman announced that he would also be standing down at the end of 2017, so this needed to be factored in. After further discussion, it was suggested that we should take the opportunity to widen the Trustee body. This will require changes to the Governing Document. The Clerk was asked to investigate and come back with proposals.

2017.31 Update on Other Project Works

a. Rear Garden

Melvyn has completed the installation of new seating and the painting of the brick walls with the assistance of the Clerk and Ray. The mole infestation has been dealt with but the ground has been too dry to deal with the resulting bare patches.

The new hand mower has been purchased and is working well. The paving to the side of the shed still needs to be completed. There has been some subsidence near the new benches and this will need to be chopped out and new cold tarmac applied.

b. Broadband

New high speed broadband has been installed and is working well independently of School House. It was **AGREED** that we should use the connection to School House in reverse to offer the new tenants high speed broadband if they don't wish to install a land line.

c. Double Glazing

Robert Farrow had asked for 2 weeks to be reserved for possible early work on the glazing at Easter and Whitsun. However, he has now informed us that neither will be possible and we would have to rely on the next booked period during August.

2017.32 To discuss and approve a 2017 Foundation Budget

The Clerk presented the revised [Foundation Budget](#) for 2017. With the unexpected refurbishment of School House, reserves will be heavily depleted by year end. However, the Trustees were confident that the remaining reserves would be sufficient. The budget was **APPROVED**.

2017.33 To agree the date of the next meeting

The Trustees agreed to meet in School House during the week commencing 22nd May 2017.



Adrian Dale
Clerk to the Trustees
21 Water Lane
Chelveston
NN9 6AP



Martin Emerson
Chairman of the Trustees
Middle Farm House
The Green
Chelveston
NN9 6AJ