

**Minutes of an Ordinary Meeting of the Trustees  
of the Educational Foundation of Abigail Bailey and Ann Levett  
Wednesday 25<sup>th</sup> October 2017 16:00  
Chelveston Village Hall**

**Participating:**

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

Adrian Dale (Clerk)

**2017.46 Welcome from the Chairman**

The Chairman welcomed the Trustees to the meeting and tendered apologies from Arthur Wright who had a prior engagement.

**2017.47 Approval of minutes of previous meetings**

The following minutes were **APPROVED** by a unanimous vote.

(a) **Ordinary Meeting - [24th May 2017](#)**

(b) **Electronic Correspondence - [6th June 2017](#)**

(c) **Electronic Correspondence - [25th June 2017](#)**

(d) **Electronic Correspondence - [11th July 2017](#)**

**2017.48 Update on School House Tenancy**

The Clerk reported that the new tenants Kate and Amy Miles had settled in well and that no snags had been reported with the property. The Clerk is mowing the grass at least once a week and is keeping an eye on the property.

**2017.49 Approval of Service and Mileages Charges for the Clerk (May-September 2017)**

The Clerk presented his claims for service and mileage charges. After explanation, these were approved for payment. It was noted that none of the 1,100 hours work on School House had been charged for, only the mileage expenses incurred.

<a href="#">2017.V279</a>	11/06/2017	Cleaning and Caretaker Services (May)	£204.70
<a href="#">2017.V361</a>	05/07/2017	Cleaning and Caretaker Services (June)	£147.02
<a href="#">2017.V429</a>	23/08/2017	Cleaning and Caretaker Services (July)	£255.50
<a href="#">2017.V506</a>	05/09/2017	Cleaning and Caretaker Services (August)	£218.43
<a href="#">2017.V611</a>	14/10/2017	Cleaning and Caretaker Services (September)	£241.99
<b>Total</b>			<b>£1,067.64</b>
<a href="#">2017.V280</a>	11/06/2017	Mileage Claim (May)	£28.16
<a href="#">2017.V360</a>	05/07/2017	Mileage Claim (June)	£121.92
<a href="#">2017.V430</a>	23/08/2017	Mileage Claim (July)	£139.60
<a href="#">2017.V507</a>	05/09/2017	Mileage Claim (August)	£105.64
<a href="#">2017.V610</a>	14/10/2017	Mileage Claim (September)	£87.08
<b>Total</b>			<b>£482.40</b>

The Trustees agreed to continue with the current arrangement that the Clerk charges for exactly the time spent on Village Hall and School House caretaker services at a

rate of £10.00/hour. It was noted that on some occasions, Helen Challinor assists with cleaning in order to turn the Hall round more quickly for the next booking. When this happens, a £20.00/hr charge is incurred.

#### **2017.50 School House Refurbishment Accounts**

The Clerk presented the final accounts for the refurbishment:

<http://villagehall.chelveston.org.uk/finance/2017/school-house-refurbishment-accounts-2017-10-14>

The total refurbishment cost **£55,355**, of which nearly £30,000 was spent on enhancing the exterior of the property for the benefit of the whole Village. It was unanimously agreed that the Clerk should apply to the Foulger Trust to convert £29,940 of the £40,000 loan into a non-repayable grant.

Although the refurbishment cost significantly more than originally anticipated, it was agreed that overall it was a sound investment and would enable the Foundation to generate a sustainable income stream for many years to come.

At the end of the year, the Trustees would need to debate the level of provisions that would need to be made from income for the ongoing maintenance of the property.

#### **2017.51 Review of the Financial Position of the Foundation**

The Clerk presented the current accounts. The cash assets of the Foundation currently stand at just over £14,000. By the year end, the Clerk predicts that this will increase to £17,000. There was a healthy debate as to the level of reserves that would be necessary going forward, and how much of the £10,000 loan should be repaid immediately. It was agreed that the Clerk would re-pay £1,000 before year end as soon as the cash flow levels in the appropriate accounts permit. Then at the first meeting of the New Year, the Trustees would review the financial position and agree on how much more should be paid down.

#### **2017.52 The Constitution of the Village Hall**

Richard Kirk asked whether there was a constitution for the Village Hall which governed who could book the Hall and when. He had heard concerns that local residents were struggling to book the Hall as it was always busy with outsiders.

Melvyn and Andrew explained that this had probably arisen as a result of a discussion at the Parish Council meeting in September. The Clerk had produced a [report](#) which explained the bookings policy and the background. Under the terms of the [Charitable Scheme](#) and under the terms of the grants from BIFFA and ENC, Chelveston Village Hall cannot be reserved for local residents. If it was, it wouldn't be viable.

#### **2017.53 New Sound System**

The Trustees supported the suggestion that a new sound system be installed in the Hall, provided that it was secure and provided that it could be configured flexibly to avoid nuisance to the tenants of School House.

The requirements were discussed and it was agreed that a "hearing loop" would be a sensible addition to the specification.

The Clerk was instructed to gather requirements and arrange for quotations. A grant application would then be made to the Wind Farm Trust to support the purchase.

**2017.54 Next meeting**

The Trustees will meet in early January to review the end of year accounts and to agree on the level of provisions to be made. In the interim, any necessary decisions or approvals can be made electronically.



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