

**Minutes of the Annual Meeting of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
on Wednesday 24th January 2018 held at the Village Hall 7:30pm**

Participating:

Martin Emerson (Chair), Raymond Dyer, Melvyn Wooding, Andrew Seaman, Arthur Wright (Trustees), Adrian Dale (Clerk)

Apologies

Richard Kirk

2018.1 Welcome from the Chairman

The Chair welcomed everyone to the meeting and explained that this would be his last as a Trustee. He also informed the meeting that Richard Kirk was standing down as Church Warden and therefore had tendered his resignation as Trustee. The meeting noted the contributions made by both Richard and Martin over the years and wished them well in the future.

2018.2 Complaints received

The Chair informed the meeting that in November and December 2017, he had received two complaints from Derek Geater (the tutor of the weekly art class) about the way in which the Clerk was running the Village Hall. The Chair also informed the meeting that a resident, Mike McCormack, had written to the Parish Council to lodge a complaint. None of the other Trustees, nor the Clerk, had been informed of these complaints prior to the meeting, and they were not a formal agenda item.

The essence of the first complaint is that Derek Geater does not like the policy of paying for the use of the Hall based on the actual times the Hall is occupied. He believes that he should be able to enter the Hall 25-30 minutes earlier than booked in order to setup for his class. He believes that as he would not be using the heating or lighting, "it would be of no consequence to Mr Dale or the Committee" and that he should not have to pay for this period of setting up. This is the approach he had taken for several years, and continues to do in other locations, and could not see the reason for the change in policy. Furthermore, he believes that the Clerk has changed the policies and rules without the approval of the Trustees and to quote the complaint "is a law unto himself".

In his second complaint Derek Geater objected to the new style of invoicing which showed the times of entry to and exit from the Hall and the number of hours used. He believes that this is irrelevant and he is annoyed that he is being logged in and out. He believes that he is "a person who can be trusted NOT to abuse the system." He recognises the value of the security camera for checking for unauthorised access, but does not believe that it should be used for logging people in and out.

The nature and content of Mike McCormack's complaint to the Parish Council was not available to the meeting.

The Chair declared an interest in that his wife attends the art class and that he has known Derek Geater personally for over 20 years. However, in the Chair's personal opinion he cannot see the reason for charging on the basis of the actual time the building is occupied with exact entry and exit times being recorded by the camera. The Chair wished to revert to the previous manual invoicing and approximate charging system. This had nominal booked slots, and didn't charge the hirer for coming in before their booking if they needed longer to set up."

The Clerk pointed out that the change in approach had been approved by the Trustees through email correspondence on [4th February 2017](#) and that it was again discussed in detail on [22nd March 2017](#) at a full meeting of the Trustees. The March meeting approved the minutes of the email correspondence which adopted the new policies, and did not reverse the resolutions of [4th February 2017](#).

Charging for the actual time used therefore became the policy of the Foundation from early February 2017. This was discussed with all hirers and transitional arrangements were agreed to ensure that any fee increases were manageable. All bookings completed before 4th February 2017 were charged at the nominal rates, previously agreed. From 4th February 2017 the new charging policies came into force. All hirers, with the exception of Derek Geater, agreed to the change in the terms and conditions of hire.

In the March 2017 meeting, the case of Derek Geater was specifically discussed (although for privacy reasons his name was not included in the minutes). That meeting recorded that Derek had been offered the opportunity to extend his booking at a discounted fee of £3.50, but that this offer had been declined. Instead, he had elected to stand outside with the group until the time of his booking (13:45). The March 2017 meeting also minuted the decision that Derek should move to the new contractual arrangements in January 2018.

The Chair asked the opinions of the other Trustees, now that the policy had been operational for nearly 12 months. All confirmed that they had no issues with the present approach that charged for the actual time the building was occupied and no issues with the process of invoicing. The entry camera was essential for security and has also allowed a new, more flexible approach to billing.

It was **RESOLVED** by the majority of Trustees (the Chair abstaining because of the declared interests) that the present approach for billing continues.

The Clerk was asked to prepare a formal response to the complaints for approval by the Trustees before the next meeting.

2018.3 Caretaker and Clerk's Positions

The Chair made the point that although he had no problem with paying Adrian Dale £10.00/hr to act as caretaker pending the appointment of someone else, he did not recall this ever being approved in a meeting. The Clerk strongly disagreed and said that the references to the relevant minutes would be included in the minutes of this meeting.

For reference:

- Adrian Dale filling in for the Village Hall cleaning/caretaker role (and the agreed fee rate) was first agreed on [4th February 2017](#) - Minute 2017.12
- On [10th May 2017](#), given the lack of interest so far, Adrian Dale agreed to continue in post until the end of 2017 - Minute 2017.30
- Extending the caretaker role to School House was agreed last meeting on [25th October 2017](#): Minute - 2017.49

The meeting **RESOLVED** to continue with the present arrangements for 2018:

- (a) Adrian Dale would be Clerk to the Foundation and would manage Village Hall operations on a voluntary basis with no remuneration for these activities.
- (b) Adrian Dale would fulfil the role of Caretaker for Chelveston Village Hall, carrying out the following duties for a fee of £10.00/hour plus mileage charges of 40p/mile for all journeys taken on Village Hall business:

- a. Building checks and security
 - b. Cleaning
 - c. Procuring supplies
 - d. Minor maintenance activities
 - e. Grounds maintenance
- (c) Adrian Dale would fulfil the role of Caretaker for School House carrying out the following duties for a fee of £10.00/hour plus mileage charges of 40p/mile for all journeys taken on School House business:
- a. Grounds maintenance
 - b. Minor maintenance activities

2018.4 Approval of the minutes of meetings and electronic correspondence

The following minutes were approved by the Trustees

- a. **Ordinary Meeting - [25th October 2017](#)**
- b. **Electronic Correspondence - [14th November 2017](#)**
- c. **Electronic Correspondence - [4th December 2017](#)**
- d. **Electronic Correspondence - [13th December 2017](#)**
- e. **Electronic Correspondence - [15th December 2017](#)**
- f. **Electronic Correspondence - [31st December 2017](#)**

2018.5 Review of the annual accounts and Trustees' Annual Report 2017

[The Trustees' Annual Report 2017](#) and the accounts were reviewed in depth. The Foundation had cash reserves of £14,514 at year end and a loan liability of £9,138, giving net reserves of £5,376. Although this is lower than any time in recent history (in 1986 reserves were £5,734), in the last five years the Foundation has achieved more for the Village than ever previously recorded. With the backing of the Foulger Trust, it is now in a better position than at any time in recorded history, with the facilities in high demand and the properties in good repair (excepting the occasional plaster cracks!)

The Clerk proposed a set of reserves which were agreed by the Trustees.

It was **RESOLVED** that the Trustees' Annual Report 2017 be approved and published for independent examination.

2018.6 To appoint an external examiner for the accounts

The Trustees **RESOLVED** to appoint Andrew Owst FCMA, CGMA as the independent examiner for the 2017 accounts.

2018.7 To discuss and agree project priorities for 2018

The Sound System: The meeting noted that the grant application to the Wind Farm Trust for £3,000 towards the installation of the proposed sound system was successful. A grant application to the Foulger Trust is due to be determined on 29th January 2018.

It was **RESOLVED** that this project go ahead if the Foulger Trust grant is approved, provided that the project budget of £6,200 could be adhered to.

Paving the area near the kitchen: This would be tackled in the Spring by the caretaker.

The Car Park: There are clearly some drainage problems with the car park which need to be addressed. This has been the wettest year since the car park was built and

there are areas where it is getting muddy. This is having a knock on effect on cleaning as the corridors are becoming dirty more quickly. There will be challenges resolving this, but the meeting agreed that investigations need to begin as soon as possible.

2018.8 To agree the co-option of a new Trustee to replace Martin Emerson

Martin is an Elected Resident Trustee. Under the terms of the [Governing Document](#) (clause 2), the Trustees have the power to co-opt a replacement who will serve until the Annual Parish Assembly and then be nominated to stand for election.

The Trustees **RESOLVED** to offer the Trusteeship to Sharen Hegarty of High Street Chelveston.

2018.9 To elect a Chairman pro tem

By tradition, the Chair is offered to the Vicar who is an ex-officio Trustee by virtue of the charity's founding documents of 1760. The present Vicar has declined to take up this position and so the Chair has been offered to the longest serving Elected Resident Trustee. Raymond Dyer is the longest serving Elected Resident Trustee by a matter of days from Melvyn Wooding. Ray declined to take up the role and nominated Melvyn. Melvyn accepted the nomination provided that he could be assured of full support from the other Trustees and from the Clerk. These assurances were given with pleasure.

It was **RESOLVED** that Melvyn Wooding be elected as Chairman of the Foundation and as the nominated representative on the Foulger Trust.

2018.10 To agree a date for the next meeting

The next meeting will be towards the end of March on a date to suit all the Trustees so that the new Trustee can be properly inducted into the Foundation.



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



Melvyn Wooding
Chairman of the Trustees
Melrose Cottage
Caldecott
NN9 6AR