

**Minutes of Ordinary Meeting the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
on Wednesday 30th May 2018 19:00 Village Hall**

Participating:

Melvyn Wooding (Chair), Raymond Dyer, Andrew Seaman, Arthur Wright (Trustees)
Peggy Deards, Sharen Hegarty (Trustees Elect)
Adrian Dale (Clerk)

2018.29 Welcome from the Chairman

The Chairman welcomed everyone to the meeting, especially Sharen and Peggy as Trustees Elect.

2018.30 Appointment of new Trustees

Following the resignation of Martin Emerson and Richard Kirk, two new Trustees were appointed. Peggy Deards was duly elected as a Trustee by virtue of her election as Church Warden. Sharen Hegarty was duly elected as an Elected Resident Trustee following the approval of the [Annual Parish Assembly](#).

The new Trustees signed their declarations and the Clerk was **DIRECTED** to inform the Charity Commission and update the [Trustee Register](#).

2018.31 To approve the minutes of Ordinary and Electronic Meetings.

- **Ordinary Meeting - [12th March 2018](#)**
- **Electronic Correspondence - [9th April 2018](#)**
- **Electronic Correspondence - [7th May 2018](#)**

It was unanimously **RESOLVED** to that these minutes be approved and published.

2018.32 To review and confirm the appointments to roles

The Clerk updated the meeting on the progress that had been made since he tendered his resignation in February. Three significant offers of help had come forward and this has made the ongoing management of the Foundation and Village Hall much more sustainable. As a result, Adrian Dale offered to withdraw his resignation and to continue working for the Foundation in voluntary and paid roles, reorganised to create a manageable work load. This arrangement has been trialed during May and appears to work with roles being as follows:

- **Clerk to the Trustees of the Foundation – Adrian Dale (Voluntary role)**
- **Bookings Secretary – Janet McMillian backed up by Adrian Dale (Voluntary roles)**
- **Caretakers for School House and Village Hall – Adrian Dale and Rachael Maywood (remunerated service contracts)**
- **Assistant groundsman – Jim May (Rachael's Father, working with Rachael but as a volunteer)**

The service contracts are remunerated at a rate of £10.00 with a minimum charge of £3.00 per visit for Rachael Maywood and £1.50 per visit for Adrian Dale. This difference in minimum charge reflects that some of Adrian's work would be

voluntary, overseeing Village Hall and School House operations. His visits to the premises would often be simple building checks whereas Rachael will always undertake some service work on her visits.

The Clerk has confirmed that the service contractors and volunteers are covered under the Ecclesiastical Insurance policy and that Jim May would be acting as a volunteer under Rachael's supervision.

It was unanimously **RESOLVED** that these appointments be approved.

2018.33 To review the finances of the Foundation

(a) The Clerk presented the invoices from the caretakers for May

Caretaker	Link to Invoice	Total
Adrian Dale	Creatifica Associates Ltd	£231.48
Rachael Maywood	RJM Services	£281.00

Report from Adrian Dale:

- During May 2018, Adrian Dale attended the Village Hall or School House on **53 separate occasions**.
- During May 2018, Rachael Maywood attended the Village Hall or School House on **36 separate occasions**.
- The total number of attendances is around the same as previous months (averaging 3 a day).
- Since the break we are inspecting outside and inside every morning, even when there is no hire planned.
- All of the damage from the break in has now been repaired and new security measures are in place.
- Rachael was assisted by Jim May and between them they undertook all of the grounds maintenance of School House and the Village Hall garden.
- The sound system had a couple of minor teething troubles which needed investigation and resolution. These will be remedied in June with a new face plate for access. A temporary wire has been added as an interim measure.
- The building ventilation system failed to an "always on" state. Adrian and Rachael investigated and found a battery that needed replacing. It has lasted 3 years which is excellent.
- Village Hall caretaker costs were comparable in May (**46 hours**) compared with April (**47 hours**) This reflects repairs for the break in, additional grass cutting and a more thorough approach to cleaning the main Hall. **£51** of the caretaker costs were covered by payments from hirers. Caretaker services represented **39%** of hire fees. This is much higher than previous months but still lower than Stanwick Village Hall (at 49%). Significant proportions of our caretaker fees are associated with grounds maintenance of which there is none in Stanwick.
- We had a 1 week light period due to half-term. However, only **1 day** during the month had no hire
- The Hall was in use for **162 hours** with a hire income of **£1,184.20**. The comparable figures for 2017 were **133 hours** and **£1,029.50**

End of Report

The Trustees were impressed with the detail of Rachael's report and the diligence shown in tackling the "hidden" jobs. It was unanimously **RESOLVED** to approve this report and authorize the payment of the invoices. Cheques were signed.

(b) The Clerk presented the end of May financial position of the Foundation

Village Hall Operating Income	£5,855.40
VH Hall Hire (invoiced and paid)	£5,296.40
VH Pre-payment	£559.00
VH Deposits	£0.00
VH Equipment hire	£0.00
VH Services	£0.00
School House Income	£5,000.00
SH Rent	£5,000.00
SH Other Income	£0.00
Foundation Income	£3,000.00
EF Grants	£3,000.00
EF Interest Received	£0.00
Total Income	£13,855.40
Village Hall Operating Expenditure	(£5,810.94)
VH Insurance	(£696.25)
VH Caretaker	(£1,584.00)
VH Supplies	(£309.24)
VH Utilities	(£1,087.29)
VH Licences	(£178.80)
VH Maintenance	(£970.02)
PayPal Fees	(£91.37)
VH Equipment	(£893.97)
Project Expenditure	(£6,736.46)
SH Projects	£0.00
VH Projects	(£6,736.46)
School House Operating Expenditure	(£384.53)
SH Insurance	(£311.63)
SH Caretaker	(£165.12)
SH Maintenance	(£147.78)
SH Management	£240.00
Foundation Expenditure	(£2,355.40)
EF Account xfer	£0.00
EF Administration	(£55.40)
EF Loan Interest	(£39.96)
EF Loan Repayment	(£2,260.04)
Total Expenditure	(£15,287.33)
Total Income less Total Expenditure	(£1,431.93)

Notes:

- The pre-payments of £559.00 relate to events from June onwards.
- However, there are £827.75 of un-invoiced hires for the March-May period. This will be invoiced at the end of June (quarterly invoicing for regular hirers).
- Equipment and maintenance contain the costs of resolving the break in (approx. £450) and purchase of more crockery for forthcoming weddings.

- Overall, the running costs of the Village Hall are just about break even.
- There is an £840.00 wind fall in “SH Management” relating to the deposit claim on the Owen tenancy of School House.

It was acknowledged that finances are tighter than previous years, owing to the increased maintenance and caretaker costs. However, income is ahead of budget. The repayment of the loan is currently on an 18 month schedule. This could be relaxed if required.

Cllr Seaman asked for an end of year projection to be prepared at the end of June.

(c) The meeting reviewed the bank mandates

In the light of the change in the Trustee body, the meeting reviewed the bank mandates and agreed the necessary changes, adding Sharen Hegarty and Margaret Deards to the Lloyds accounts and Melvyn Wooding to the Virgin Account.

The Clerk was **DIRECTED** to prepare the necessary mandates for signature.

2018.34 Other business raised by the Trustees

The Clerk was asked to review security in the light of the break in.

The Clerk was asked to explore options for improving drainage in the car park, following comments at the Annual Parish Assembly.

2018.35 To agree date of next meeting

The next meeting would be held on the first available Wednesday in September



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