

**Minutes of the Annual Meeting of the  
Educational Foundation of Abigail Bailey and Ann Levett  
On 14<sup>th</sup> February 2022**

**Participating:**

Melvyn Wooding (Chair), Raymond Dyer, Andrew Seaman, Arthur Wright, Sharen Hegarty (Trustees), Janet McMillan (Bookings Secretary), Rachael Maywood (Caretaker), Adrian Dale (Clerk)

**2022.2 Welcome from the Chair**

The Chairman welcomed the attendees to the first face-to-face meeting since 2020. Arthur Wright conveyed apologies from Peggy Deards who was unwell.

**2022.3 Foundation Matters**

The Clerk explained that the Annual Meeting of the Foundation was the time to review finance and governance arrangements for the coming year, before the annual submission to the Charity Commission

**2022.4 Annual Accounts and Trustees' Annual Report**

The Clerk reported that the [Annual accounts 2021](#) had been independently examined by James Pentelow. He was satisfied that there were no matters arising and that the accounts were a true and fair reflection of the financial position of the Foundation.

The Clerk presented the [Trustee's Annual Report](#) showing a fuller financial statement, including the apportionment of the Foundation's reserves.

It was unanimously **RESOLVED** to approve this report and authorise the Clerk to make the annual return to the Charity Commission.

**2022.5 2022 Foundation Budget**

The Clerk presented a proposed [Budget for 2022](#). The budget assumes 9 month's rental income on School House and £10,000 hire income from the Village Hall. Based on 2019, these are conservative but prudent estimates. Assuming the expected level of usage and running costs, we expect to make a loss on the ongoing operations of the Village Hall. This will be balanced by a moderate surplus in the operation of School House. The purpose of the budget is to set the limits for routine expenditure by the Clerk. Within this budget no formal authorisation is needed. All expenditure outside this budget must be approved by a majority of Trustees.

It was unanimously **RESOLVED** to approve this budget.

**2022.6 Banking and Investment Policy**

Prior to the building of the extension, the Foundation held substantial funds on deposit with Virgin Money (£74,000). Interest rates were relatively good in 2014 and the interest earned was £918. By 2016, reserves had fallen and the reserve on deposit stood at £16,000 earning £139 in interest. After the refurbishment of School House in 2017, reserves on deposit fell to £1,063 and interest rates had plummeted to around 0.6%. We earned £6 interest in 2019. By 2021 this had fallen to £1.44 with interest rates being 0.13%.

During the pandemic it was very difficult to open new accounts as most banking organisations had severely restricted capacity for "non-standard" applications, especially those where online access was difficult. As a result, most of the

Foundation's reserves are now held in an old Lloyds Bank current account. This is exclusively paper based with no online access. With interest rates beginning to increase and restrictions being lifted, now is the time to consider short term investments again.

Experience has shown us that it is not prudent to lock away monies for long periods on deposit. With two old buildings to manage and tenants to take care of, emergency expenditure needs to be allowed for. In the December 2021 damage to the Village Hall, we needed to finance £2,000 worth of investigation and repairs before the insurance company reimbursed us. This was a relatively minor incident, but all the bills needed to be paid within 30 days of the work being completed. A larger incident, especially one not covered by insurance, would have needed substantial funds on hand.

After discussion, it was **RESOLVED** that the Clerk should seek out secure savings options for £20,000 of reserves.

It was also **RESOLVED** that we continue with Lloyds Bank using the existing accounts. Although there would be some advantages to online banking, the benefits would not outweigh the effort required to change all of our banking arrangements at the same time.

## **2022.7 Trustee membership, election process and terms of office**

The Clerk explained the clauses of the current [Governing Document](#) relating to the Trustee body. The recent history was also explained for the record.

Since 1898 the "ex-officio" Trustees of the Foundation have been the "incumbent" of the Parish (the Vicar of the benefice) and the two Church Wardens. By tradition, the Vicar was the Chair of the Trustees. The three ex-officio Trustees were then responsible for the selection of other Trustees. At various times the Lord of the Manor and his agent were appointed as Trustees. The number of Trustees at any one time varied from five to seven. The Trustees appointed the majority of the School Managers (the Parish Council also appointed one), who employed the teachers and caretakers.

In 2010, it was clear that there had been a failure of governance for both the Educational Foundation and the Chelveston Village Hall Committee. There had been little or no communication between the clerk of both charities and the Trustees. No meetings had been held and no returns made to the Charity Commission. With the approval of the Charity Commission, the Village Hall Committee was wound down and its assets transferred to the Foundation.

In 2011, a new mechanism for selecting Trustees was put in place. The role of the three "ex-officio" Trustees from the Church was confirmed, and the Parish Council's role was re-established by creating a "Parish Council Trustee". This has proved invaluable, ensuring that the business of the Foundation is discussed at every Parish Council meeting. Three "Elected Resident Trustees" were also provided for, with elections taking place at the Annual Parish Assembly. Resident Trustees were to be elected for 3 years and could serve two terms.

The first three Elected Resident Trustees were those already in place at the merger. The Annual Parish Assembly agreed that a period of consolidation and stability was needed to restore the fortunes of the Village Hall as a community asset and venue.

In 2013 Canon Grant Brockhouse (the incumbent) retired, leaving the position of Chair vacant. In deference to tradition, the remaining Trustees agreed to elect a "Chair

pro-tem” (for the time being) awaiting the appointment of the next incumbent of the benefice. However Canon Richard Stainer declined to take up his ex-officio appointment and the Trustee body continued to operate with six members.

Similarly in 2019 the Reverend Michelle Dalliston declined to take up her ex-officio role and the position of Chair pro-tem remained, by then occupied by Melvyn Wooding.

The extra-ordinary circumstances of the pandemic have interrupted the cycle of Annual Parish Assemblies and we now face the situation that Raymond Dyer formally reached the end of his tenure in May 2021. Ray has served the Foundation well since 2015, working on maintenance and decoration, overseeing finances and covering for the Clerk’s absences. Similarly, Melvyn Wooding’s and Sharen Hegarty’s appointment as elected Trustees in 2017 and 2018 respectively have been adversely affected by the two year duration of the pandemic.

The Clerk proposed the extra-ordinary motion that the years of 2020 and 2021 be wholly discounted from the calendar for Trustee appointments, allowing the existing Trustee body to remain in office. It was further recognised that the Annual Parish Assembly is not an effective body for electing Trustees, as few residents now actually attend.

After discussion, it was **RESOLVED** that the calendar years of 2020 and 2021 be wholly discounted from the calendar for Trustee appointments. As a result the following terms of office are now in place for Elected Resident Trustees.

- Raymond Dyer – serves until 4<sup>th</sup> May 2024
- Melvyn Wooding – serves until 24<sup>th</sup> April 2025
- Sharen Hegarty – serves until 30<sup>th</sup> May 2026

The Clerk was asked to explore other options for the election of Resident Trustees.

The position of the incumbent of the benefice was discussed. It was agreed that the next incumbent should be offered the ex-officio Trusteeship in accordance with the terms of the [Governing Document](#).

## 2022.8 Other roles in the Foundation

The following non-Trustee roles are now being undertaken on a voluntary or contractual basis:

- Clerk to the Trustees – Adrian Dale (voluntary)
- Premises Duty Holder – Adrian Dale (voluntary)
- Buildings Maintenance – Adrian Dale (voluntary)
- Bookings Secretary – Janet McMillan (voluntary)
- Finance Officer – Janet McMillan (voluntary)
- Buildings and Grounds Caretaker – Rachael Maywood (contractor)
- Assistant Caretaker – Olivia Duffy (contractor)

The Ecclesiastical Insurance policy provides cover for the Trustees and named volunteers. This minute provides a record of these roles for insurance purposes.

It was unanimously **RESOLVED** to confirm these appointments.

A separate insurance policy with Academy Insurance covers our contractors for the works they undertake.

The Clerk and Caretaker pointed out the risks with our current volunteer and caretaker coverage. Ideally we need additional volunteer support and more caretaker coverage at

weekends. We also need to succession plan for the Clerk's role in particular, which would take a couple of annual cycles to transfer the knowledge acquired since 2010. After discussion, it was agreed that we should go out to residents asking for expressions of interest in both the assistant caretaker role and the other positions to gauge whether widening the volunteer body is feasible.

### **2022.9 Village Hall Matters**

The Clerk gave an update on the overall position of the Village Hall and then worked through key issues and projects.

### **2022.10 Installation of a Civic Flagpole in front of the Village Hall**

Three commemorative events are planned for 2022:

- Centenary celebrations for Chelveston-cum-Caldecott Women's Institute (WI)
- 80<sup>th</sup> Anniversary of the arrival of the United States Army Air Force to the airfield
- The Platinum Jubilee of Her Majesty the Queen

During the pandemic there was general support from residents for the installation of a civic flagpole to mark such important events.

It is proposed that a civic flagpole be installed in the forecourt of the Village Hall, dedicated to the memory of Christine Foulger, who was WI president for many years. The project would be a collaboration between the four beneficiaries of the Foulger Trust.

The cost of the works would be **£1,150 + VAT**. It is proposed that a grant application be made to the Foulger Trust for **£750** by the WI. The monies would be paid to the Parish Council who would top up this sum with donations made during and after the first lockdown. The Parish Council would own the flagpole for a minimum of 12 months, before considering donating it to the Foundation. This would allow the Council to reclaim VAT on the purchase. The Trustees of the Foundation would permit the erection of the flag pole and a commemorative plaque within the curtilage of the Village Hall land. The Church will lead the service of dedication when the pole has been erected.

It was unanimously **RESOLVED** to permit the installation of the civic flagpole.

### **2022.11 Ceiling and roof works**

The Clerk showed the photographs of the vaulted roof space above the false ceiling in the Village Hall and explained the continued problems with cluster flies. It was agreed that we should work towards the removal of the false ceiling and the restoration of the vaulted ceiling. This would allow us to improve ventilation using the blocked up gable end windows. The project is struggling to find contractors to undertake the survey and engineering calculations. The Clerk was pursuing various options and would come back when more information was available.

### **2022.12 Woodworm in the floor**

The Caretaker highlighted all the areas of the Hall where she had found signs of recent woodworm activity. The Clerk explained the telephone conversation with a pest control company that suggested that every 5<sup>th</sup> board needed to be lifted to facilitate spraying of the beams and underside of the boards. This would take days to achieve and would be highly likely to damage the boards. It was agreed that this wasn't

practical and the Clerk was asked to commission an onsite survey to explore alternative options.

### 2022.13 Forward bookings calendar, risks and mitigations

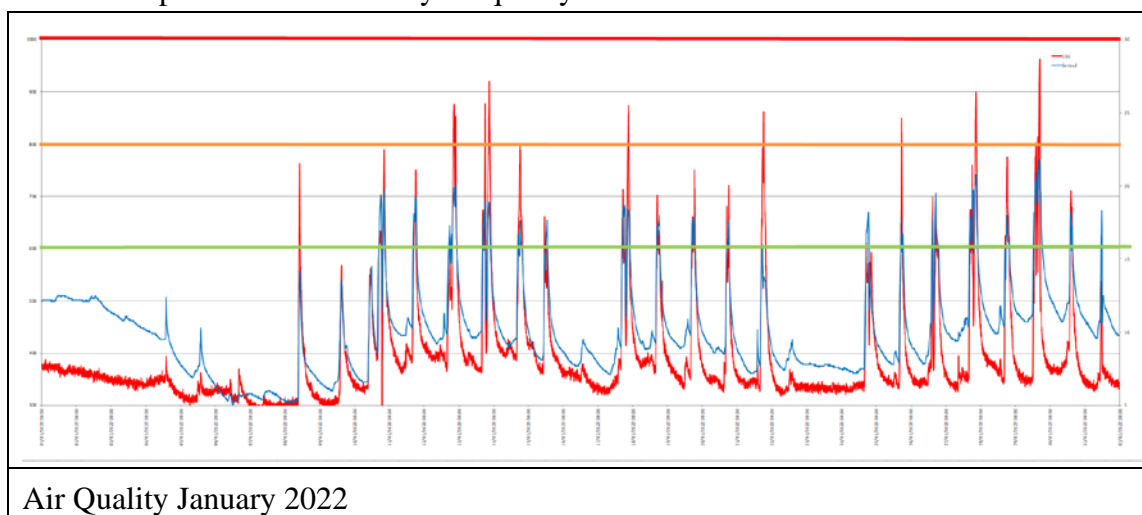
The meeting reviewed the current state of bookings. All but two of the regular classes have resumed. Belly Dancing will restart in April, but the Home Schooling Group will not restart as one of the organisers is suffering from long COVID. We have some regular slots available during the day time and would ideally like a class for toddlers and parents. However, the regular evening slots are now fully booked, with just four evenings a month free for ad hoc meetings.

At the weekends, children's parties and computer gaming clubs are resuming. The biggest challenge we currently face is weekend caretaker cover. Olivia Duffy provides some cover, but she hasn't yet had experience of dealing with several functions over a weekend. Looking for additional caretaker cover will assist with this.

### 2022.14 Policy on large gatherings

Based on the [ventilation analysis](#) undertaken last year we have set the capacity of the Hall to be 40 people for events of up to four hours, provided that no adult dancing occurs. This allows for children's parties and day time family gatherings.

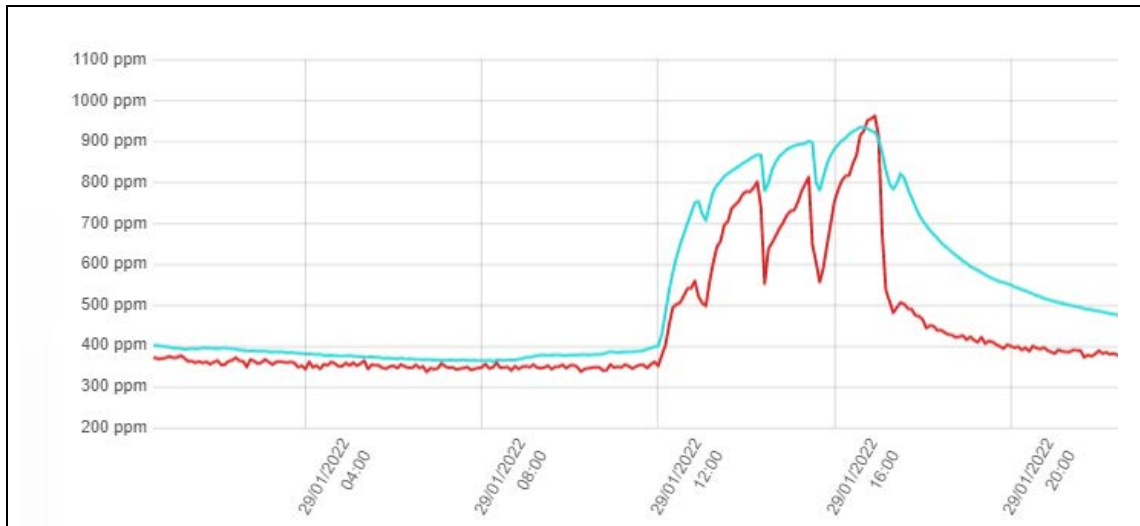
The Clerk presented the January air quality data:



Using the air scrubbers we now set the following thresholds for carbon dioxide levels in parts per million (ppm):

- Green (600ppm) – minimal risk of indirect transmission of SARS-COV2 during long sessions (>4 hours) provided that hall users take sensible mitigation measures to avoid direct transmission.
- Amber (800ppm) – minimal risk of indirect transmission of SARS-COV2 during short sessions (<=2hrs) provided that hall users take sensible mitigation measures to avoid direct transmission. Ventilation advised for longer term occupancy.
- Red (1000ppm) – ventilation advised to avoid risks of indirect transmission of SARS-COV2.

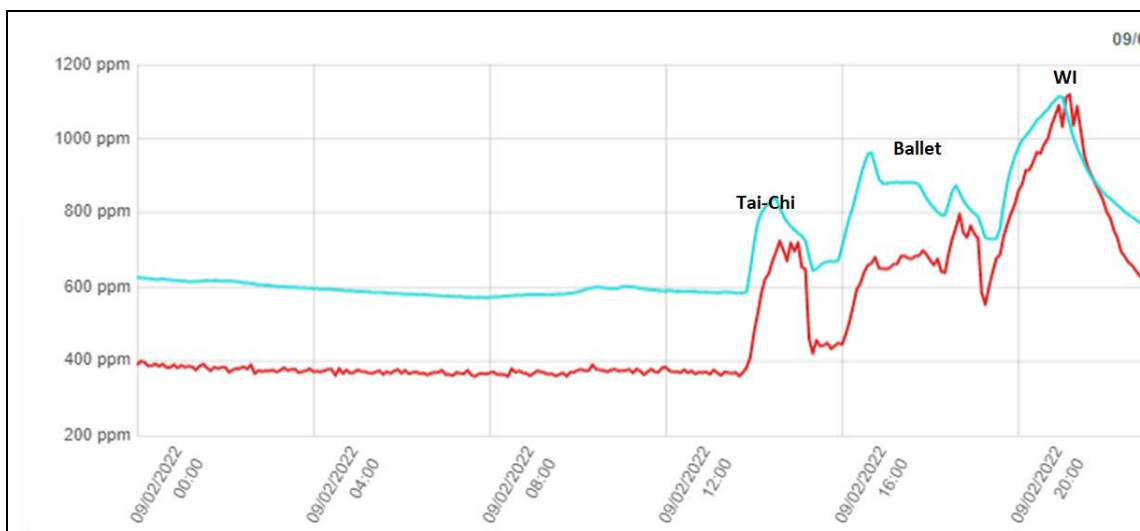
The highest levels reached were on a “wellbeing afternoon” on 29<sup>th</sup> January 2022.



Air Quality – 29<sup>th</sup> January 2022

The results demonstrate that the Hall user ventilated several times during the 5 hour session and that the peak of poor air quality was short lived.

On 9<sup>th</sup> February we had the first day of three different meetings and our 1000ppm “red” threshold was breached.



Air Quality – 9<sup>th</sup> February 2022

The WI had 26 guests with their meeting starting at 19:30 and finishing by 21:25. They breached the 800ppm threshold within 30 minutes and the 1000ppm threshold within an hour. They had set out chairs very close together and were advised that they should consider greater social distancing to be safe if they weren’t going to ventilate. They declined.

During discussion, the Trustees agreed that we could do no more than advise hirers on what we believed was the safest approach. This discharges our duty of care in that we have provided mitigation for the risks of indirect transmission of SARS-COV-2.

### 2022.15 Village Hall Utility Contracts

The Clerk presented details of the current utility contracts which are fixed until December 2022. The current energy market is complex and there is a risk that our bills will increase by over 100% in 2023.

## Utility Bill Forecast 2023

Date	Electricity	Gas	Broadband	Utilities
28/12/2018	27947	12395		
29/12/2019	34427	13667		
<b>Units</b>	6480	14258		
<b>Fixed rate</b>				
2020 Unit rate	15.27p	4.39p		
2020 Standing Charge	27.9p	27.9p		
<b>2019Totals</b>	<b>£ 1,145.90</b>	<b>£ 764.16</b>	<b>£ 540.00</b>	<b>£ 2,450.06</b>
<b>Variable rate</b>				
2023 Unit rate	32.97p	12.09p		
2023 Standing Charge	80.64p	81.9p		
<b>2023 Totals</b>	<b>£ 2,552.33</b>	<b>£ 2,123.89</b>	<b>£ 580.00</b>	<b>£ 5,256.22</b>

This will have a significant impact on running costs for 2023. The Clerk was asked to monitor the situation closely and to explore what impact there would be on hire fees.





### 2022.16 School House matters

The Clerk outlined the state of the tenancy and the management contract. All is working well. There are some long term challenges to be considered:

### 2022.17 Energy performance and changes to the Government regulations

During the 2017 refurbishment, we had to upgrade the energy efficiency of the property to meet at least level “E”. This involved additional loft insulation (now maximum), new front and back doors, new boiler and new LED lights throughout.

It is proposed that the Government will change the regulations so that rental properties will need to meet level “C” by 2024. According to our certificate, this will be a challenge with substantial investment needed. This can sensibly only be done at the next tenancy change.

Recommended measures	Indicative cost	Typical savings per year	Rating after improvement
Internal or external wall insulation	£4,000 - £14,000	£ 566	 C69
Floor insulation (suspended floor)	£800 - £1,200	£ 44	 C71
Solar water heating	£4,000 - £6,000	£ 34	 C72
Solar photovoltaic panels, 2.5 kWp	£5,000 - £8,000	£ 290	 C80

**Opportunity to benefit from a Green Deal on this property**

### 2022.18 In-tenancy maintenance

Changes in tenancy incur charges:

- Credit checks of prospective tenants
- Inventory and check in fees
- Check out fees
- Rental insurance

These are now paid for by the landlord and can cost over £700 per tenancy change. It is in our interest to have long term tenants and therefore to build a long term relationship with them. This may involve in-tenancy maintenance or improvements.

The property was refurbished throughout in 2017 with new carpets. Our agents recommend that the property should be re-carpeted every 6-7 years, particularly if there have been multiple tenancy changes. We should therefore consider carpet replacement on a room-by-room basis in 2023-2024.

The Foulger Trust has recently adopted the approach of offering the tenant up to £500 of improvements to the property each time they sign up for an additional year of tenancy. Anything that improves the value of the property is considered.

This was discussed and considered to be a good idea.

It was unanimously **RESOLVED** to authorise the Clerk to enter into discussions with the tenant before the tenancy renewal about improvements they may like to see.

A handwritten signature in black ink, appearing to read 'ADALE', with a large, sweeping flourish underneath.

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

A handwritten signature in black ink, appearing to read 'M. Wooding', with a small dot at the end of the signature.

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