

**Minutes of the Annual Meeting of the
Educational Foundation of Abigail Bailey and Ann Levett
On 2nd February 2023**

Participating:

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

2023.2 Welcome from the Chair

The Chairman welcomed the attendees to the second face-to-face meeting since 2020.

2023.3 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

2023.4 Annual Accounts and Trustees' Annual Report

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.

2023.5 2023 Foundation Budget

The Clerk presented a proposed [Budget for 2023](#). The budget assumes 9 month's rental income on School House and £15,000 hire income from the Village Hall. Based on 2022, these are conservative but prudent estimates. Assuming the expected level of usage and running costs, we expect to make a significant loss on the ongoing operations of the Village Hall. This is in spite of a 50% increase in fees to deal with the energy surcharges. 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.

2023.6 Volunteer 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 Caretakers – Maxine Routledge and Joe Routledge (contractors)

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.

2023.7 Village Hall Ceiling and Roof Works

The Clerk gave an update on the situation with the ceiling and roof. Survey drawings have been received but a structural survey could not be undertaken without internal scaffolding. No further action is planned for the year given the financial challenges.

2023.8 Forward bookings calendar, risks and mitigations

The 50% increase in hire fees has resulted in the loss of two regular classes, Belly dancing and Tai Chi. There is potential for a new baby class to start.

2023.9 Energy Performance

The Clerk outlined possible changes to the Energy Performance Certification scheme operated by the Government. It may be that properties will not be rentable if they fall below level “C” by 2028. School House is currently level “D” which is a poorer rating. Options for improving this include:

- Internal wall insulation
- Triple glazed windows
- Solar panels

There is clearly no budget for any works in 2023, but a watching brief needs to be kept on the regulations.

2023.10 School House Chimney

Following the insurance repair to the left hand chimney during 2022, it was agreed that the gable end chimney should be rendered to match. Works need to take place before the storm season in the Autumn. Based on the 2022 costs, a budget of £5,000 was agreed, being the amalgamation of the School House and Village Hall maintenance budgets.

A handwritten signature in black ink, appearing to read 'ADALE', with a large flourish underneath. The text 'Electronically signed' is faintly visible in the background.

Adrian Dale
Clerk to the Trustees

A handwritten signature in black ink, appearing to read 'M. Wooding', with a long horizontal stroke extending to the right.

Melvyn Wooding
Chairman of the Trustees