

**Minutes of an Ordinary Meeting of the Trustees of the
Michael and Christine Foulger Charitable Trust
Held 19:30 Monday 30th October 2017 at Chelveston Village Hall**

Present:

Mark Hunter, Adrian Dale , Raymond Daniells, Martin Emerson, Gillian Jeffcoat

2017.26 Welcome and Apologies for Absence

John Ellred sent his apologies together with comments on various items on the agenda.

2017.27 Approval of the Minutes of the Ordinary Meeting of 2nd July 2017

Proposer: Martin Emerson

Seconder: Ray Daniells

Resolved: By unanimous vote, the Trustees APPROVED the [minutes](#) of the Ordinary Meeting of the Trustees held on 2nd July 2017 with no amendments.

2017.28 Report on refurbishment of 24 Duchy Close

The Clerk presented a [report](#) on the refurbishment of 24 Duchy Close. This was completed to time and specification by the contractor. However, the inspection from Charles Orlebar revealed some snags which were not part of the specification. These were addressed urgently by Adrian Dale on a paid basis to allow the tenant to move in on time. This work was not part of his duties as a Trustee for which no payment can be made. Throughout the summer Adrian Dale had also maintained the garden of the property. He presented two accounts for approval which included supplies:

- a. Maintenance work undertaken - £152.49
<http://foulgertrust.chelveston.org.uk/expenses/2017.T101>
- b. Refurbishment work undertaken - £446.40
<http://foulgertrust.chelveston.org.uk/expenses/2017.T102>

Proposer: Ray Daniells

Seconder: Martin Emerson

Resolved: By unanimous vote, the Trustees APPROVED the payments.

2017.29 Snagging after moving in

The tenants encountered a number of problems and made a number of requests over the first week of moving in:

- a. The shower failed during a shower
- b. The dishwasher failed on first use
- c. None of the aerials were working
- d. The cupboard door containing the washing machine came loose
- e. There were no window coverings in the dining room and no means of fixing them (missed on the inspection report)
- f. There were insufficient power points in the sitting room, requiring long extension leads to be run around the room
- g. There was no rear light in the back garden
- h. The back garage door was occasionally failing to open
- i. Telephone connection not working correctly

As the tenants had no internet connection to report these to Orlebar, the Clerk collected the reports and actioned contractors to resolve the problems. All of these have now been resolved apart from the installation of blinds in the dining room (blinds purchased) and a new telephone circuit to be installed by BT. The Clerk will report on the final costs at the next meeting.

2017.30 Maintenance contract arrangements

By email, the Trustees had agreed to the Clerk taking out a lifetime insurance contract on the dishwasher at a cost of £4.50/month. This will cover future repairs. Domestic and General are the insurer and they have confirmed by telephone that a rental property is covered. The policy documentation is awaited.

The Clerk has made arrangements with DC Heating of Raunds to undertake the annual boiler service and certification. This has already been booked for August 2018.

The Clerk has made arrangements with Primrose Window Cleaning of Raunds to clean the outside of the windows every quarter and to clean out gutters annually. The next clean is due in mid-December.

Under the terms of the tenancy, the tenants will report any other maintenance issues with the property to Orlebar. He will then inform the Clerk (unless it is an emergency) and, with agreement, will action contractors from his list to resolve the matter.

Garden maintenance was discussed. Adrian Dale has offered to continue to maintain the garden weekly on a paid basis. This will enable the Trustees to keep an eye on the property, hopefully avoiding the deterioration that happened at School House. Over the summer, the cutting of the grass (front and back) and border maintenance averaged £8.30 each cut in labour and equipment charges.

John Elldred had expressed a preference by email for Charles Orlebar to manage all aspects of maintenance, not wishing a local person to have to get involved at all.

Ray Daniells was keen on ensuring that the property was effectively inspected weekly (on the outside at least) by a Trustee.

Mark Hunter was happy to support Adrian Dale undertaking the work provided that a formal specification and contract was drawn up so that there is no ambiguity.

Proposer: Gillian Jeffcoat

Seconder: Ray Daniells

Resolved: By unanimous vote, the Trustees APPROVED the appointment of Adrian Dale to maintain the gardens of 24 Duchy Close on a paid basis, subject to a contract being agreed.

2017.31 Consideration of grant application the Educational Foundation

Grant application [GA-2017-03](#) was presented by Martin Emerson. The application is a follow on from the loan application [GA-2017-02](#) which was approved at the last meeting. The new application sought to convert £29,940 of the loan into a non-repayable grant to finance the external works at School House. These works are of benefit to the whole Village. The refurbished property is an important addition to the street scene positioned at a gateway to the Village.

Interest has been paid monthly on the whole loan to date. A repayment plan for the remaining £10,060 was tabled. A cheque for £991.27 was presented to cover capital an interest repayments for the remainder of 2017. A standing order has then been set up to pay £460 on the 1st of each month during 2017. This would leave approximately

£3,330 outstanding. Martin Emerson explained that it was the Foundation's intention to pay this down from reserves during 2017, provided that cash flow permitted.

Proposer: Mark Hunter

Seconder: Ray Daniells

Abstained: Martin Emerson

Resolved: By unanimous vote, the Trustees APPROVED the new grant application and repayment plan.

2017.32 Report on Grant Application [GA-2017-01](#)

By email John Elldred reported that the Diocese has still not granted approval for the proposed works, despite the Parish using every opportunity to raise the matter, even directly with the Bishop. John is concerned that costs might rise with these delays and asked the Trustees to bear this in mind. The meeting noted that a resin bonded aggregate surface had been installed by a local resident. This surface is porous and the colour can be adjusted to suit the environs.

2017.33 Date of next meeting

The next meeting will be scheduled in the New Year to review the annual accounts. There being no other business, the meeting was closed at 20:10.



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