

# **Trustees of the Lambe School**

**Charity No 310422**

## **Minutes**

**Committee Meeting 26<sup>th</sup> April 2022 at 7.30pm**

### **Present**

James Bolton (Chairman), Bob Elmer (Treasurer), Linda Bestow (Secretary), , Rev Canon S Van der Toorn, Steve Butcher

### **1 Apologies for absence**

none

### **2. Minutes of meeting held on 18<sup>th</sup> January 2022**

Signed by the Chairman as a true record

### **3 Chairman's Report**

None - all items listed on Agenda

### **4. Secretary's Report**

Linda had has heard back from Parish Clerk new trustee to be appointed at AGM in May

### **5. Treasurer's Report**

As appended to minutes - £23,166 current account £42,220 deposit

### **6. Hiring Rates**

Remain as now review again in autumn and agree increasing payments to Emma (£95 month) and Karen (£9.50 hour)

### **7. Maintenance issues**

#### **A. Damp work in lower hall**

Maljon booked for end of July. Emma has let hirers know

## **B. Door Mat**

Steve has organised replacement which will require silicone under layer to make level with floor - approx cost £200

## **C. Painting of path edge at rear**

Christine not at meeting Linda to contact her to see if everything okay

## **D. Fire Risk Assessment**

Report attached to minutes - all look sensible things to do. Bob to go back to FirePower and ask if they do work or recommend who can and obtain quotes for work

## **E H and S Risk Assessment**

Outstanding for last meeting James to look at templates Linda has found and see what needs to be done

Linda has bought an Accident Book and put it with first aid kit in kitchen

## **F Paving in front of building**

Work completed

## **G Moss on Path**

Ted had organised this with gardener and work done

## **H Water heater**

Linda has investigated this and is now not so keen to recommend a replacement to the urn. Bowls Club and Church both use a Lincat instant water heater. More constant use is made of them and they do require maintenance. A survey is being carried out as to what use is actually made of the urn and this will be monitored so far use seems to be one a week by Bridge Club. In meantime Bob will buy a new kettle and get the existing old one cleaned and kept as a spare

## **I Any other issues**

Linda suggested that kitchen could do with deep clean, sort out and generally tidy with provision of baskets and cleaning materials for hirers. Bob to contact Karen and put her in touch with Linda

#### **8. Conversion to CIO**

James and Steve to look at update to the Constitution to progress this

#### **9. Web site**

James and Steve to look at this

#### **10. Any other business**

none

**Date of next meeting** -19<sup>th</sup> July and 11<sup>th</sup> October (also AGM)

**Meeting closed** at 8.40pm

## LAMBE SCHOOL - INCOME 2021-22

			Rentals	Grants	EE Rent	Interest
APRIL	March rents cash		£13.00			
	Babergh Grants x5			£10,708.00		
MAY	RENTS	CASH	£39.00			
JUNE	RENTS	CASH	£36.00			
		CHEQUE	£70.00			
		CHEQUE	£17.50			
	WED BRG	BACS	£31.00			
	BABERGH	BACS	£52.50			
	REST GRANT	BACS		£8,000.00		RESTART GRANT
	POW NET	CHEQUE			£40.00	LEASE POWER NETWORK
JULY	RENTS	CASH	£113.00			LESS EMMA £85 PAID IN £28
	LANKESTER	CHEQUE	£17.50			
	LANKESTER	CHEQUE	£17.50			
	WED BR	BACS	£62.00			
	OPEN GDNS	BACS	£31.00			
	Stour valley	Bacs	£35.00			
AUGUST	RENTS	CASH	£144.50			LESS EMMA £85, KAREN £59.50
	LANKESTER	CHEQUE	£17.50			
	LANKESTER	CHEQUE	£17.50			
	PILATES	CHEQUE	£155.00			
	HOBBS	BACS	£78.00			
	WED BRIDGE	BACS	£46.50			

## LAMBE SCHOOL - INCOME 2021-22

			Rentals	Grants	EE Rent	Interest
SEPTEMBER	RENTS	CASH	£68.00			
	MANUEL	CHEQUE	£70.00			
	HOBBS	BACS	£78.00			
	WED BRIDGE	BACS	£62.00			
	EBBS	CHEQUE	£155.00			
	HORT SOC	BACS	£13.50			
OCTOBER	RENTS	CASH	£188.50			LESS EMMA £85, KAREN £72.25. £31.25 PAID IN
	LANKESTER	CHEQUE	£17.50			
	LANKESTER	CHEQUE	£17.50			
	PILATES	CHEQUE	£93.00			
	HOBBS	BACS	£40.50			
	WED N BR	BACS	£62.00			
	PELLS	BACS	£17.50			
NOVEMBER	RENTS	CASH	£165.00			LESS EMMA £85, KAREN £68 £12 PAID IN
	LANKESTER	CHEQUE	£17.50			
	LANKESTER	CHEQUE	£17.50			
	MANUEL	CHEQUE	£35.00			
	MANUEL	CHEQUE	£17.50			
	ST VALLEY	BACS	£34.00			
	TIMPELLS	BACS	£17.50			
	HOBBS	BACS	£54.00			
	WED BRIDGE	BACS	£62.00			
	EBBS	cheque	£186.00			
	EBPC	BACS	£149.00			
	HORT SOC	BACS	£29.00			

## LAMBE SCHOOL - INCOME 2021-22

			Rentals	Grants	EE Rent	Interest
DECEMBER	RENTS	CASH	£240.00			
	MANUEL	CHEQUE	£70.00			LESS EMMA £85, KAREN £68 PAID IN £87
	N MUSIC	BACS	£17.50			
	GIBRIT	BACS	£17.50			
	HOBBS	BACS	£40.50			
	WED BRIDGE	BACS	£62.00			
	O SPENCER	BACS	£70.00			
	ST VALLEY	BACS	£35.00			
	PELLS	bacs	£17.50			
JANUARY	RENTS	CASH	£221.00			LESS EMMA £85 KAREN £51 PAID IN £85
	PILATES	CHEQUE	£108.50			
	HOBBS	BACS	£54.00			
	J GIBBBS	BACS	£35.00			
	WED BRIDG	BACS	£31.00			
	EBBS	CHEQUE	£93.00			
	HORT SOC	BACS	£13.50			
	EBPC	BACS	£71.50			
	12.1 PELLs	BACS	£35.00			
FEBRUARY	RENTS	CASH	£83.50			NIL PAID IN
		cash	£1.50			to make up to £85 paid to Emma
	MANUEL	CHEQUE	£17.50			
	HOBBS	BACS	£54.00			
	SCC	BACS	£395.00			
	GIBBS	BACS	£35.00			
	WED BRIDGE	BACS	£62.00			
	N Humphries	BACS	£17.50			
23.2.22	BABERGH	BACS		£2,667.00		OMINICRON HOSPITALITY & LEISURE GRANT

## **LAMBE SCHOOL - INCOME 2021-22**

			Rentals	Grants	EE Rent	Interest	
MARCH	RENTS	CASH	£112.00				£55.25 KAREN, EMMA £56.75
	GIBBS	BACS	£35.00				
	WED BRIDGE	BACS	£62.00				
	U3A	BACS	£35.00				
	HOBBS	BACS	£40.50				
	GROUP	BACS	£35.00				
	PARTON	BACS	£55.00				
	WED BRIDGE	BACS	£77.50				
	intrest on savings account					£4.65	
<b>Total income in the year</b>			<b>£5,011.50</b>	<b>£21,375.00</b>	<b>£40.00</b>	<b>£4.65</b>	<b>£26,431.15</b>

## LAMBE SCHOOL - INCOME 2021-22

Rentals                      Grants                      EE Rent                      Interest

### To adjust income for debtors:

less debtors b/f from 2020-21 (shown in green above)

March rents	CASH	<u>£13.00</u>
	total debtors c/f	£13.00

plus debtors c/f (money relating to 2021-22 not received until 2022-23)

March rents banked in April CASH	£233.50
less received in advance	-£64.00
PILATES                      CHEQUE	£186.00
Invoices 4th quarter:	
EB Bridge	£170.50
Horticultural Society	£13.50
EB Parish Council	<u>£104.50</u>
total debtors c/f	£644.00

LESS EMMA £85, KAREN £515 PAID IN £97.50  
April and May Farmers Markets (see Emma's cash sheet)

<b>Total income for 2021-22</b>	<u>£5,642.50</u>	<u>£21,375.00</u>	<u>£40.00</u>	<u>£4.65</u>	<u>£27,062.15</u>
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## **LAMBE SCHOOL - EXPENDITURE 2021-2022**

			LETTING SEC	CARETAKER	WATER	ELECTRICITY	GAS	INSURANCE	SITE MAINTENANCE	ADMIN	MEMBERSHIP	ADVERT
APRIL	GATEWELLS	BACS							£47.13			
	EMMA	BACS	£85.00									
	GATEWELLS	BACS							£46.75			
MAY	EMMA	BACS	£85.00									
	EON	BACS				£5.30						
	EON	BACS					£7.86					
	GATEWELLS								£51.50			
JUNE	EMMA	BACS	£85.00									
	KAREN	BACS		£42.50								
	WAVE	BACS			£40.69							
	BBDC	BACS							£13.24			
	EON	BACS				£9.85						
	EON	BACS					£9.77					
JULY	EMMA	CASH	£85.00									
	KAREN	BACS		£42.00								
	GTEWELLS	BACS							£71.00			
	EBPM	BACS										£84.00
	GATEWELLS	BACS							£32.25			
	GATEWELLS	BACS							£81.00			
	EON	BACS				£4.11						
	EON	BACS					£22.97					
AUGUST	EMMA	CASH	£85.00									
	KAREN	CASH		£59.50								
SEPTEMBER	ALLISON	BACS								£42.00		
	GATEWELLS	BACS							£47.20			
	GATEWELLS	BACS							£31.75			
	COM ACT SUF	BACS									£42.00	
	EMMA	BACS	£85.00									
	KAREN	BACS		£76.50								
	EON	BACS				£40.26						
	EON	BACS					£16.26					

## **LAMBE SCHOOL - EXPENDITURE 2021-2022**

			LETTING SEC	CARETAKER	WATER	ELECTRICITY	GAS	INSURANCE	SITE MAINTENANCE	ADMIN	MEMBERSHIP	ADVERT
OCTOBER	EMMA	CASH	£85.00									
	KAREN	CASH		£72.25								
	EON	BACS					£14.91					
	EON	BACS				£29.06						
	GATEWELLS	BACS							£66.35			
NOVEMBER	KP EVANS	BACS							£90.00			
	ENGY WYSE	BACS							£60.00			
	EON NXT	BACS					£0.87					
	EON NXT					£24.60						
	EMMA	CASH	£85.00									
	KAREN	CASH		£68.00								
	WAVE	BACS			£91.13							
	GATEWELLS	BACS							£48.50			
DECEMBER	EMMA	CASH	£85.00									
	KAREN	CASH		£68.00								
	ENGY WYSE	BACS							£400.00			
	ENGY WYSE	BACS							£335.09			
	J BOLTON	BACS							£65.15			
JANUARY	EMMA	CASH	£85.00									
	KAREN	CASH		£51.00								
	MALJON	BACS							£64.80			
	E & J F SEC	BACS							£94.99			
	EON NEXT					£47.07						
	EON NEXT						£69.19					
FEBRUARY	EMMA	CASH	£85.00									
	KAREN	BACS		£59.50								
	MER BLINDS	BACS							£160.00			
	FIREPOWER	BACS							£150.00			
	GATEWELLS	BACS							£61.75			
	WAVE	BACS			£97.71							
	EON	BACS				£24.82						
	EON	BACS					£23.69					

## LAMBE SCHOOL - EXPENDITURE 2021-2022

			LETTING SEC	CARETAKER	WATER	ELECTRICITY	GAS	INSURANCE	SITE MAINTENANCE	ADMIN	MEMBERSHIP	ADVERT	
MARCH	EMMA	CASH	£56.75										
		BACS	£33.25										
	KAREN	CASH		£55.25									
	TGC LANDS	BACS							£790.00				
	CAS INSUR	BACS						£599.55					
	EON	BACS				£21.87							
	EON	BACS					£21.00						
<b>Total Expenditure in the year</b>			<b>£1,025.00</b>	<b>£594.50</b>	<b>£229.53</b>	<b>£206.94</b>	<b>£186.52</b>	<b>£599.55</b>	<b>£2,808.45</b>	<b>£42.00</b>	<b>£42.00</b>	<b>£84.00</b>	<b>£5,818.49</b>
<b>To adjust expenditure for accruals:</b>													
less creditors b/f from 2020-21													
APRIL	GATEWELLS	BACS							£47.13				
	EMMA	BACS	£85.00										
	GATEWELLS	BACS							£46.75				
			£85.00	£0.00	£0.00	£0.00	£0.00	£0.00	£93.88	£0.00	£0.00	£0.00	£178.88
plus prepayments for 2021-22													
	ZURICH INS	BACS						£551.86					
			£0.00	£0.00	£0.00	£0.00	£0.00	£551.86	£0.00	£0.00	£0.00	£0.00	£551.86
less prepayments for 2022-23													
	CAS INSUR	BACS						£599.55					
			£0.00	£0.00	£0.00	£0.00	£0.00	£599.55	£0.00	£0.00	£0.00	£0.00	£599.55
plus creditors c/f into 2022-23													
APRIL	EMMA	CASH	£85.00										
	KAREN	CASH		£51.00									
			£85.00	£51.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£136.00
<b>Total Expenditure for 2021-22</b>			<b>£1,025.00</b>	<b>£645.50</b>	<b>£229.53</b>	<b>£206.94</b>	<b>£186.52</b>	<b>£551.86</b>	<b>£2,714.57</b>	<b>£42.00</b>	<b>£42.00</b>	<b>£84.00</b>	<b>£5,727.92</b>

**The Lambe School (Founded 1594) - East Bergholt :: Edward Lambe's Charity No. 310422**

**Financial Statement for the year ended 31st March 2022**

<b>Income</b>	2021-22	2020-21	<b>Expenditure</b>	2021-22	2020-21
Rentals	£5,642	£839	Caretaker	£645	£238
Grants and donations	£21,375	£10,000	Lettings Secretary	£1,025	£935
Electricity Substation Rent	£40	£40	Water	£230	£119
Bank Interest	£5	£61	Electricity	£207	£186
			Gas	£186	£270
			Insurance	£552	£603
			Site Maintenance	£2,715	£1,519
			Administration	£42	£60
			Membership fees	£42	£0
			Advertising	£84	£70
Total income	£27,062	£10,940	Total expenditure	<u>£5,728</u>	<u>£4,000</u>
Total expenditure	£5,728	£4,000			
Excess of income over expenditure	<u>£21,334</u>	<u>£6,940</u>			

**Balance Sheet as at 31st March 2022**

<b>Liabilities</b>	2021-22	2020-21	<b>Assets</b>	2021-22	2020-21
Accumulated Fund b/f	£383,592	£366,796	Fixed Assets - Total sums assured:		
Plus uplift on building value (1)	£30,286	£9,856	Buildings	£356,290	£326,572
	<u>£413,878</u>	<u>£376,652</u>	Contents	£12,394	£11,826
Excess of income over expenditure	£21,334	£6,940	Debtors - rentals due	£644	£13
New accumulated fund	£435,212	£383,592	Prepayments	£600	£552
Plus creditors	£136	£179	Current Account balance	£23,201	£2,593
Total	<u>£435,348</u>	<u>£383,771</u>	Savings Accounts balance	£42,219	£42,215
			Total	<u>£435,348</u>	<u>£383,771</u>

I have examined the above income and expenditure account and balance sheet together with the books of the Lambe School and available information and vouchers. I consider them to be an accurate record of the finances of the Lambe School.

Honorary Examiner

Honorary Treasurer.

**Notes:**

(1) Buildings and contents values increased as per insurance valuation