

**Minutes of Electronic Correspondence of the Trustees  
of the Educational Foundation of Abigail Bailey and Ann Levett  
28<sup>th</sup> November 2017 – 4<sup>th</sup> December 2017**

**Participating:**

Martin Emerson, Raymond Dyer, Melvyn Wooding, Andrew Seaman, Arthur Wright (Trustees)

**2017.56 Sound System Quotations**

Two quotations have been received:

| <b>WhatPA.co.uk</b>   |   |   |
|---|---|---|
| <b>Based</b>  | <b>System recommendation</b>  | <b>Quotation</b>  |
| Internet sales only – self install using own electricians – no calibration of Induction Loop.                                   | 4 speakers, 3 radio microphones (1 hand held, 2 lapel), single amp (4 channel), passive input mixer, blue tooth receiver, CD player with MP3 capability, auxiliary inputs at both ends of the hall, no direct input from projector as uses separate output from device used to deliver the picture, induction loop but no static microphone to feed it.   | <b>£3,904.00</b> What PA<br><b>£960.00</b><br>Electrician time<br><b>£100.00</b> Sundries<br><br><b>£4,964.00</b> Total       |
| <b>Distributed Sound and Video Ltd (DSAV)</b>   |   |   |
| <b>Based</b>  | <b>System recommendation</b>  | <b>Quotation</b>  |
| Rushden – installed St John Baptist Church system and Riseley Village Hall – qualified to calibrate and certify induction loops | 6 speakers, 3 radio microphones (2 lapel, 1 handheld + stand) with additional receiver aerials to counteract thick walls, 3 independent amplifiers to drive the speakers, digital mixing desk with tablet/phone access and direct USB input, 2 blue tooth receivers, direct connection from projector, induction loop, 1 direct connect microphone for feeding induction loop, installation and calibration of induction loop | <b>£6,039.38</b> all inclusive of installation and calibration, with attendance at first public meeting to ensure good sound. |

The Clerk proposed that this system could be financed as follows:

|                 |        |
|-----------------|--------|
| Wind Farm Trust | £3,000 |
| Foulger Trust   | £2,000 |
| Reserves        | £1,000 |

The Trustees **RESOLVED by email** to adopt the DSAV proposal as the preferred option and **AUTHORISED** the Clerk to prepare grant applications to secure the necessary funding as proposed.

**2017.57 Approval of Service and Mileages Charges for the Clerk (November 2017)**

The Clerk presented his claims for service and mileage charges. These have been split between the Village Hall and School House.

| Voucher                   |  | Labour         | Mileage       | Total          |
|---------------------------|--|----------------|---------------|----------------|
| <a href="#">2017.V673</a> | Caretaker Services (School House)              | £61.50         | £2.24         | <b>£306.49</b> |
| <a href="#">2017.V674</a> | Cleaning and Caretaker Services (Village Hall) | £279.05        | £27.44        | <b>£63.74</b>  |
| <b>Totals</b>             |  | <b>£340.55</b> | <b>£29.68</b> | <b>£370.23</b> |

The Trustees **RESOLVED by email** to pay these claims and authorised the Clerk to make the payments by cheque from the Village Hall operations account.

#### 2017.58 Approval of insurance valuations and premiums

Following the rebuilding valuation survey by Matthew Coombs on 8<sup>th</sup> November 2017, the Clerk has received the following valuations and insurance premium quotes:

| Property            | 2017 Valuation | 2017 Premium | 2018 Valuation | 2018 Premium |
|---------------------|----------------|--------------|----------------|--------------|
| <b>School House</b> | £213,958       | £331.88      | £460,000       | £713.51      |
| <b>Village Hall</b> | £509,814       | £1,465.59    | £708,000       | £1,791.17    |

The Village Hall premium also includes contents insurance, public liability, volunteer insurance and trustee liability. We pay this one monthly (at no extra cost) to assist with cash flow. It will be £150 per month instead of the £111/month at the moment.

The School House payment will be a single payment at the beginning of the year.

We don't really have any alternative as we are in a long term (5 year notice) insurance contract. This gives us a discount and ensures retrospective cover for any claims that might come to light later.

The Trustees **RESOLVED by email** to accept these valuations and authorised the Clerk to enter into new insurance contracts with Ecclesiastical Insurance.

The Clerk has therefore asked Ecclesiastical to put the buildings under risk immediately and to take an additional premium for each building to cover the month of December until the renewal date of 6th January 2018.

They have confirmed that they are now under risk in a recorded conversation.



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