

**Minutes of an Ordinary Meeting of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
on Wednesday 13th February 2018 held at the Village Hall 7:30pm**

Participating:

Melvyn Wooding (Chair), Raymond Dyer, Andrew Seaman, Arthur Wright (Trustees),
Adrian Dale (Clerk)

2018.12 Welcome from the Chairman

The Chair welcomed everyone to the meeting. He explained that Adrian Dale had tendered his resignation and that the Trustees needed to plan for his replacement.

2018.13 Statement from Adrian Dale

Adrian explained the background to his resignation.

Since the [last meeting](#), many hours had been taken in responding to the serious complaints from Derek Geater tabled at the last meeting by the previous Chairman (Martin Emerson). Despite the complaints being groundless, this was a very stressful time.

The Clerk had also spent time responding to the suggestion that by the previous Chairman that there had been no prior approval for the Clerk getting paid to undertaken caretaker and cleaning services. Again this was a groundless suggestion.

Unfortunately, these complaints were followed by more correspondence from Derek Geater in early February in which it was alleged that the Clerk had retained video footage of the complainant making derogatory remarks about The Clerk. This information had been provided by Martin Emerson. This was a serious allegation, completely contrary to the CCTV policy and leaving the Foundation open to investigation by the Information Commissioner's Office. These allegations were again groundless.

The combined stress of these complaints and the need for careful and detailed responses began to impact on the Clerk's health.

The Clerk received the full support of the remaining Trustees, and was grateful for this. Nevertheless, it has become clear that the stress and responsibility of running and maintaining the Village Hall and School House is too much for one person.

For every paid hour as caretaker, at least two hours of voluntary effort has been necessary and, more importantly, the role is 365/24/7 with no break in the responsibility. When things go wrong, it is very hard to find the mental and physical reserves to deal with this alone. This is was unsustainable in Michael Foulger's time and clearly is still so. With great reluctance the Clerk has therefore decided to stand down for the benefit of his health and the long term resilience of the Village Hall operations.

2018.14 Documenting the Complaints from Derek Geater for the Record

[Complaint of the 28th November 2017:](#)

[Complaint of 14th December 2017:](#)

[The email chain regarding the retention of CCTV footage:](#)

2018.15 Responding to the complaints

The Clerk had subsequently provided the documentary evidence to demonstrate that the complaints were completely groundless. All of the issues which formed the basis

of the complaints had been the subject of prior approval from the Trustees in early 2017.

With the full approval of the other Trustees, the Chairman therefore provided the following response to the complaints:

[Response to complaint \(by letter\)](#)

2018.16 Approval of the minutes of meetings and electronic correspondence

The following minutes were approved by the Trustees

- **Annual Meeting - [24th January 2018](#)**
- **Electronic Correspondence – [31st January 2018](#)**

2018.17 Replacement of the Clerk – discussion

The Clerk undertakes a number of paid and unpaid roles for the Foundation:

School House Caretaker

It was suggested that internal maintenance of the property be managed by Charles Orlebar under the existing managed tenancy arrangements, using his preferred contractors.

It was suggested that the external garden maintenance be contracted out separately together with that of the Village Hall. The Clerk was asked to obtain quotes for this.

Village Hall Grounds Maintenance

It was suggested that the external garden maintenance be contracted out separately together with that of the Village Hall. The Clerk was asked to obtain quotes for this, excluding the car park and paddock which could probably be managed by the Trustees on a rota.

Village Hall Caretaker/Cleaner

Several of the Trustees had received a calling card from a mobile cleaning service. The Clerk was asked to approach the service and discuss arrangements for weekend cleaning.

Once this discussion on cleaning was complete, then the other caretaker duties could be discussed separately.

Bookings/Entry Logs/Accounts/Invoicing etc

The Clerk explained that these roles were all integrated and would be very difficult to separate.

The Chair indicated that he had had discussions with another Parish Councillor who might have time available to help with this. The Clerk was asked to setup a meeting to discuss whether this might be possible.

Clerk to the Foundation

No options were considered for this role.

New Trustees

The Clerk had approached Sharen Hegarty to offer her the role of Trustee. In the interests of full disclosure he explained the Trustees were in discussions about the Clerk's replacement. In the light of this Sharen asked that she not be fully inducted into the role until the future was clearer.

We are currently limited to six Trustees (plus the Vicar). It would be possible to change the Governing Document to increase this number. The Trustees agreed to consider this at a future meeting.

2018.18 To agree a date for the next meeting

The next meeting will be towards the end of March on a date to suit all the Trustees so that progress towards replacing the Clerk can be reviewed.

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

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

A large grey rectangular box redacting the signature of Melvyn Wooding.

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