

**Minutes of The Annual Meeting of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
on 28th January 2019**

Participating:

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

2019.1 Welcome from the Chairman

Melvyn welcomed everyone to the meeting, especially Rachael and Janet. Given the work they have both put into the work of the Foundation in 2018, Melvyn had felt it important for them to have the opportunity to participate in the annual meeting. Arthur was away on holiday and so sent his apologies to the meeting.

2019.2 Confirmation of officer appointments

It was unanimously **RESOLVED** that the following appointments be confirmed and that each individual would be covered by the Ecclesiastical Insurance policy.

- (a) **Chairman pro tem** – Melvyn Wooding
- (b) **Trustees** – Melvyn Wooding, Raymond Dyer, Arthur Wright, Peggy Deards, Andrew Seaman, Sharen Hegarty
- (c) **Clerk to the Trustees** – Adrian Dale
- (d) **Bookings secretary and finance officer** – Janet McMillan
- (e) **Caretakers** – Rachael Maywood, Adrian Dale
- (f) **Assistant Groundsman** – Jim May

2019.3 Approval of the minutes of Ordinary and Electronic Meetings.

It was unanimously **RESOLVED** that the minutes of the following meetings be approved:

- (a) **Ordinary Meeting - [22nd October 2018](#)**
- (b) **Electronic Correspondence - [1st November 2018](#)**
- (c) **Electronic Correspondence - [1st December 2018](#)**
- (d) **Electronic Correspondence - [18th December 2018](#)**
- (e) **Electronic Correspondence - [31st December 2018](#)**

2019.4 Annual Report and Accounts

It was unanimously **RESOLVED** that the [2018 Trustees' Annual Report and Accounts](#), be approved and that Andrew Owst of 3 Duchy Close, Chelveston be appointed as independent external examiner of the accounts. Andrew is a qualified Management Accountant and Deputy Chief Executive of a national charity.

2019.5 2019 projects and improvements

At the time of the meeting, the only project planned for 2019 was the replacement of the car park hedge. The Clerk reported that plans for this were well advanced and that grants had been received from the Foulger Trust and the Wind Farm Trust towards the costs.

Rachael raised concerns about the damage that moles were doing to the School House back lawn and to the paddock. The tunnels under the School House lawn were particularly bad, causing the wheels of the mower to sink into the ground. It was **RESOLVED** that a mole catcher be hired to solve the problem.

The Clerk raised the problem of the modern computers being unable to drive the projector over the long cable runs that were necessary in the Hall. This was a particular problem for the Parish Council meetings. The Wi-Fi card in the projector had always been problematic and now seemed to have stopped working altogether. Various options were discussed and the Clerk was asked to investigate and come back to the meeting with options.

Andrew raised concerns over various aspects of building and grounds security, given thefts from around the Village during 2018. Various options were discussed and it was **RESOLVED** that the Clerk implement a number of the suggestions made ASAP.

2019.6 To agree a [budget for 2019](#)

In the light of the suggestions made, it was **RESOLVED** to accept the working budget as presented.

2019.7 Any other business raised during the meeting

Melvyn asked for an update on the School House tenancy. The Clerk reported that it was going well and that there was ever indication that the tenants would extend their tenancy at the end of the 6 month initial period.

2019.8 To agree date of next meeting

A meeting in early April would be arranged to review the first quarter.



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