

**Minutes of Electronic Correspondence of the Trustees of the  
Educational Foundation of Abigail Bailey and Ann Levett  
on 28<sup>th</sup> May 2019**

**Participating:**

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

**2019.13 School House Re-let Expenses**

The new tenants will be taking up residence on Thursday 30<sup>th</sup> May 2019 at 09:30. Charles Orlebar has completed the inspection and inventory today and was delighted with the condition of the property.

Following an issue with the last tenancy, Rachael has treated and shampooed the carpets herself to ensure that they are “sterile” and ready for the new tenant. Last time an external contractor did the job and left behind flea eggs! She has touched up all the décor and deep cleansed the property to a position where she would be happy to live there! Even the bins have been jet washed, much to the surprise and delight of our agent.

The following expenses were incurred in preparing for re-letting:

Repair of door frame	Clarkes Carpentry Ltd, Chelveston	<a href="#">Link to Invoice</a>	£160.00
Making good of door frame	Creatifica Associates, Chelveston	<a href="#">Link to Invoice</a>	£22.00
Cleaning of living room curtains	Crystal Cleaners Raunds	<a href="#">Link to Receipt</a>	£33.00

Replacement of “blown” sealed units	BMW Windows, Higham Ferrers	<a href="#">Link to Receipt</a>	£180.00
Window and gutter cleaning	Primrose Window Cleaning, Chelveston	<a href="#">Link to Receipt</a>	£35.00
Deep clean and touch up décor	RJM Services, Chelveston	<a href="#">Link to Receipt</a>	£182.03
Modify plumbing for dishwasher	Tim Ellison, Denford	<a href="#">Link to Receipt</a>	£36.20

The repair of the door frame and the cleaning of the curtains were paid for by the previous tenant. The other costs are normal maintenance costs associated with keeping the property well maintained. Please could I have your approval to pay the expenses of the two caretakers?

It was unanimously **RESOLVED** to approve this report and authorize the payment of the invoices. Cheques were signed.



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

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