

**Minutes of The Annual Meeting of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
on 29th January 2020**

Participating:

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

2020.1 Welcome from the Chairman

Melvyn welcomed everyone to the meeting. Rachael was coaching an unable to attend the beginning of the meeting.

2020.2 Confirmation of officer appointments

The Church has appointed a new incumbent, The Reverend Michelle Dalliston, to the benefice of St John the Baptist, Chelveston-cum-Caldecott. Under the terms of the [Governing Document](#), she must automatically be offered the role of Trustee of the Foundation. This has been done and we are awaiting the necessary personal details required by the Charity Commission.

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, The Revd Michelle Dalliston.**
- (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**

2020.3 Approval of the minutes of Ordinary and Electronic Meetings.

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

- **Annual Meeting - [28th January 2019](#)**
- **Electronic Correspondence (Expenses Approval) - [1st February 2019](#)**
- **Electronic Correspondence (Expenses Approval) - [1st March 2019](#)**
- **Electronic Correspondence (Expenses Approval) - [1st April 2019](#)**
- **Electronic Correspondence (Expenses Approval) - [1st May 2019](#)**
- **Electronic Correspondence (School House Re-let) - [28th May 2019](#)**
- **Electronic Correspondence (Expenses Approval) - [1st June 2019](#)**

- **Electronic Correspondence (Expenses Approval) - [1st July 2019](#)**
- **Electronic Correspondence (Expenses Approval) - [1st August 2019](#)**
- **Electronic Correspondence (Expenses Approval) - [1st September 2019](#)**
- **Electronic Correspondence (Expenses Approval) - [1st October 2019](#)**
- **Electronic Correspondence (Expenses Approval) - [1st November 2019](#)**
- **Electronic Correspondence (Expenses Approval) - [1st December 2019](#)**
- **Electronic Correspondence (Expenses Approval) - [23rd December 2018](#)**

2020.4 Annual Report and Accounts

It was unanimously **RESOLVED** that the [2019 Trustees' Annual Report and Accounts](#), be approved and that the annual return be completed for the Charity Commission.

2020.5 Grass cutting arrangements

The Trustees discussed grass cutting arrangements and agreed that the existing arrangements should continue unchanged.

2020.6 2020 projects and improvements

The Trustees reviewed the 2019 projects and were satisfied with the improvements made. The following projects/activities were proposed and discussed for 2020:

- Regular jetting of the car park land drain
- Improved signage for the fire escape
- Additional microphones for the Parish Council meetings
- Replacement of the failed gas heater, options to be explored
- Improvements to the grass cutting arrangements at School House
- Repairs to paneling in the porch
- Redecoration as required
- Paneling of corridor and main Hall wall to cover cracking plasterwork.

It was **RESOLVED** that these projects be planned and that each should be discussed by Trustees before implementation.

2020.7 To agree a [budget for 2020](#)

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

2020.8 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 the tenants were expected to stay until June 2020.

Janet explained that she was now charging £12.00/hr for out of Village hires. She was also restricting hires which were likely to cause disruption to the tenants of School House.

2020.9 To agree date of next meeting

The Trustees agreed to propose a change to the [Governing Document](#) such that only one face to face meeting would be required during the year. All other correspondence would be handled electronically. This proposal would be considered formally at the next meeting.

A handwritten signature in black ink, appearing to read 'ADRIAN DALE', with a large, sweeping flourish underneath. A faint watermark 'esign' is visible in the background of the signature.

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

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