

**Minutes of Electronic Correspondence of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
On 1st March 2020**

Participating:

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

2020.11 February Caretaker Expenses

The Clerk presented the February 2020 Caretaker's Service Claims and Clerk's report.

	Link to: Adrian Dale's Service Log	Labour	Supplies
VH	Village Hall Caretaker	£119.01	£65.00
VHP	Village Hall Projects	£111.40	£264.94
SH	School House Caretaker	£13.41	£30.00
SHP	School House Projects		
	Sub Totals	£243.82	£359.94
		Total	£603.76

	Link to: Rachael Maywood's Service Log	Labour	Supplies
VH	Village Hall Caretaker	£103.50	
VHP	Village Hall Projects		
SH	School House Caretaker		
SHP	School House Projects		
	Sub Totals	£103.50	
		Total	£103.50

Clerk's Report

- Overall it has been a very busy month!
- Rachael was ill for a week during February with a heavy cold and we agreed that it would be better for her to self-isolate in the light of the current health scares. My caretaker fees were higher as a result as I did all the shifts for that week.
- There were a number of maintenance issues in February:
 - Gary Hewitt has not been able to find a dry day to complete the pointing of the parapet around the extension.
 - The car park became waterlogged on all four sections with the heavy rain. It does dry out when the rain stops but the grass has been badly churned up. There is nothing that can be done at the moment but we will need to review it when the weather improves.
 - A large tree branch came down from the Wellingtonia at School House during the storms. This needed to be chopped up and disposed of.

- The filling unit of the downstairs toilet in School House failed and had to be replaced.
- The Wi-Fi access point developed a fault with its LED indicator which was repeatedly flashing and making a clicking noise. I have replaced this as part of the network upgrade with the Gigaclear installation (see below).
- The access camera was replaced as per the report last month.
- The inside of the Village Hall windows received their annual clean.
- The Parish Council approved the purchase of new microphones. These were commissioned last Tuesday. We will currently use trailing cables until we are sure of how the system operates. Then we can look at how to do a safer connection. At the January Trustee meeting the feeling was against a floor box as it could affect the way the floor could be used. I have been investigating options. There are four places in the hall where we currently have a removable floor board sections to allow for access to pipes and cables. These don't interfere with the use of the Hall floor and I am wondering about creating something similar for hiding a box suspended under the floor.
- I have installed a new cabinet in the storeroom to house our collection of audio equipment.
- The free Gigaclear installation was very difficult and took two visits from the Gigaclear team. The equipment they supplied was completely different from what they had said they would provide. The new equipment is geared towards the household market and of no use in the Hall. As a result I have had to purchase a new router to allow us to continue to use the equipment we need. This is currently mounted on the wall near the existing router and looks rather unsightly. However, at least it works! My long term plan is to move it into the cupboard with the other equipment. However, this will take some reconfiguration of the wiring for both the network and power and can't be completed until School House becomes vacant. I need to replace a cable back to School House.
- The Gigaclear network has not yet proved reliable and I am looking at how we can do automatic fail over back to our PlusNet connection. Rachael's husband Mike has been helping with the specification of the equipment we need and recommended a router which would achieve this. With his help, we'll implement this fail over system over the coming month.
- The new Wi-Fi access point has now been installed in a different place to give better Wi-Fi reception in the corridor where many parents sit and use it during classes.
- During February 2020, the Hall was in use for **130** hours with a hire income of **£999.32**. There was a half term week during February when most classes stopped. In February 2019, the respective figures were **130** hours use and income of **£1,043**. The reduced income this year, as compared to last, reflects the free hire for the Parish Council, which also applied to the Gigaclear launch meeting.
- There is no point in reporting on finances as the first 3 months of the year involve several annual bills which distort outgoings.

End of report

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

A handwritten signature in black ink, appearing to read 'ADRIAN DALE', with a large, sweeping flourish underneath.

Adrian Dale
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