

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

Participating:

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

2020.12 March-May Caretaker Expenses

The Clerk presented the March-May 2020 Caretaker's Service Claims and Clerk's report.

	Link to: Adrian Dale's Service Log	Labour	Supplies
VH	Village Hall Caretaker	£18.93	£258.79
VHP	Village Hall Projects		£43.54
SH	School House Caretaker	£6.63	£34.91
SHP	School House Projects		
	Sub Totals	£25.56	£337.24
		Total	£362.80

	Link to: Rachael Maywood's Service Log	Labour	Supplies
VH	Village Hall Caretaker	£275.50	£9.78
VHP	Village Hall Projects	£300.00	
SH	School House Caretaker	£100.00	
SHP	School House Projects		
	Sub Totals	£675.50	£9.78
	Refund		(£11.39)
		Total	£673.89

Clerk's Report:

March started normally but the Hall was winding down as activities were cancelled due to the Covid-19 emergency. We closed when the Parish Council declared the emergency. I covered the caretaker invoice from Rachael for March (£182.00) and this is included in my "Supplies" total for Village Hall Caretaker. The only labour included in my invoice is for grass cutting during March at the Village Hall and School House. Since then Rachael has done everything as I have been busy on the emergency.

In April I also paid an invoice for £11.39 covering purchases that Rachael had made. Stupidly, I paid that twice and so Rachael has done a refund on her May invoice and I have added the double payment to my invoice to account for this.

Rachael's May invoice includes all the decorating work that she undertook during April. This took well over 30 hours but she has invoiced us just for 30. All of the woodwork has been touched up to remove nicks and scuffs. The toilet walls have been repainted and the kitchen

wall where we suffered a leak from the roof. Gary Hewitt has repointed the parapet on the extension and replaced the flashing where the leak happened. I am still waiting for his invoice. We have installed Perspex protective sheets along the corridor wall paneling where Rachael has decorated. These panels get scuffed badly by the backs of chairs. The Perspex sheets will protect the paintwork. The holes in the car park have also been repaired over the break. We've received the £10,000 grant from East Northamptonshire Council and are actually in a better financial position than we would normally have been at this point in the year. Therefore we have started to purchase equipment and supplies to allow us to re-open when permitted. 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 long horizontal stroke extending to the right. The signature is written over a faint, semi-transparent watermark that says 'electronically signed'.

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

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