

**Minutes of Electronic Correspondence of the Trustees of the  
Educational Foundation of Abigail Bailey and Ann Levett  
On 1<sup>st</sup> April 2021**

**Participating:**

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

**2021.4 March Caretaker Expenses**

The Clerk presented the March 2021 Caretaker’s Service Claims and Clerk’s report.

	Link to: <a href="#">Rachael Maywood's Service Log</a>	Labour	Supplies
VH	Village Hall Caretaker	<b>£60.00</b>	
VHP	Village Hall Projects		
SH	School House Caretaker	<b>£30.00</b>	
SHP	School House Projects		
	<b>Sub Totals</b>	<b>£90.00</b>	
		<b>Total</b>	<b>£90.00</b>

**Clerk’s Report:**

The Hall was closed throughout March because of lockdown 3. Rachael is still doing her regular checks and has been working on the tidying up of the School House garden and Village Hall outside premises. She has been challenged by “creatures of the night” (mice in the ceiling) and “creatures of the warmth” (cluster flies in School House and the Hall). Both have been dealt with admirably!

The Fetts vacated School House over the weekend of 20/21<sup>st</sup> March and then spent the next 3 days cleaning before handing over to me on Thursday 25<sup>th</sup> March. I was very pleased with the way they had left it and asked Orlebar to repay their deposit immediately. They have been the best tenants we have had for 10 years.

Rachael inspected the property and has highlighted some minor maintenance issues which need resolving. These are in hand. She has now started touching up the décor ready for the next tenants. I have my instructions as to what I need to do and am in the middle of the jobs. The electrical inspection has now been brought forward to next week but I am having problems getting hold of the roofer to address a leak in one of the bedrooms. He was supposed to turn up on Tuesday but didn’t and hasn’t responded to my messages. If I hear nothing over the weekend I will look elsewhere.

Charles Orlebar has been in to do a video of the property and has taken some drone footage as part of his marketing campaign.

I have received the first quote to address the ventilation deficiencies. This comes in at over £35k for just the ventilation component, without any costs of removing the ceiling. I am working through this all but won’t be able to recommend a course of action until School House is let.

We have received our Covid-2 grant from ENC and so are in a good financial position.

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 'ADALE', with a long horizontal stroke extending to the right. The signature is written over a faint, light-colored 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  
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