

**Minutes of Electronic Correspondence of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
On 20th April 2021**

Participating:

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

2021.5 Assistant Caretaker Appointment

Clerk's Proposal:

We need to consider adding an Assistant Caretaker to our team and I would like the Trustees' permission to leaflet the Village in a recruitment drive. Here is the reasoning:

Current and Future Bookings

As you know we reopened on 12th April, but currently only dance classes have restarted. Elections will happen in May and then Tai Chi will restart in June, other regulars will restart as more restrictions are lifted. However, all social functions are cancelled for the rest of the year whilst we assess ventilation needs for the longer term. Nevertheless, we still have a strict cleaning and sanitisation regime and this looks likely to be necessary for the foreseeable future. We also have daily security checks which need to be done regardless of whether the Hall is in use.

Current Caretaker Provision

Although Rachael and I nominally share the role, the reality is that Rachael has shouldered most of the burden since the beginning of the pandemic. She does all of the grounds maintenance for School House and the Village Hall and has done most of the lockdown supervision and pandemic response preparations. We are now back on our rota but my personal situation has changed significantly which means that the rota will not work as previously.

Prior to the pandemic, Helen used to come to Chelveston most weekends, travelling by train from either Sheffield, Nottingham or London, depending on where she was working on the Friday. On the Monday morning, she would travel back to her main base in the Sheffield Office. This meant that I could easily do my Friday evening and weekend rota slots, including the Saturday afternoon clean and covering any Sunday classes or functions.

However, Helen is now entirely home based in Lincoln and doesn't travel for work. As a result I now spend my weekends in Lincoln, leaving Chelveston after lunch on Friday and returning on Sunday evening. On some occasions when Rachael has been unavailable, or when we've had problems, I've travelled back from Lincoln to sort things out and then gone back again. That's a 160 mile round trip, and so not particularly practical or safe.

The future

Rachael is a first class caretaker in every possible respect and I have complete confidence in her. She is a star, conscientious and diligent, with an attention to detail that puts me to shame. We work very well as a team, she spots problems, proposes solutions and then we agree who is best placed to sort them. I do all the technical maintenance, or work at heights, but she covers most of the rest. My main role now is as Clerk to the Foundation, managing the overall operations of the Village Hall and School House. Janet covers the bookings and finance brilliantly, deferring to me only when there are problems or policy questions to resolve.

Rachael has a portfolio of jobs around the Village and does badminton coaching outside it too, so she's a very busy woman. However, I would be happy for Rachael to take on as much of the caretaking rota as she wants. Obviously she can't do it all. She needs time to do her other work, to support her family and to have a life with downtime and holidays. I can remember what it

was like to run the Hall with no time off for years, and don't want us to go down the same path of relying too much on one person. I'd therefore like to recruit an Assistant Caretaker to support Rachael, filling the gaps that I currently cover, particularly the weekend slots that I can't do. I would need to work out the details with Rachael, as my prime concern is that it is workable and appropriately rewarding for her.

It was unanimously **RESOLVED** to approve this proposal and to authorise the Clerk to recruit an Assistant Caretaker on a self-employed contracted basis.

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 'Electronic signature'.

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

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