

**Minutes of Electronic Correspondence of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
On 1st August 2021**

Participating:

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

2021.13 July Caretaker Expenses

The Clerk presented the July 2021 Caretaker's Service Claims and Clerk's report.

	Link to: Rachael Maywood's Service Log	Labour	Expenses
VH	Village Hall Caretaker	£238.00	£15.25
VHP	Village Hall Projects		
SH	School House Caretaker	£54.00	
SHP	School House Projects		
	Sub Totals	£292.00	£15.25
		Total	£307.75

	Link to: Natasha Bavington's Service Log	Labour	Expenses
VH	Village Hall Caretaker	£53.72	
VHP	Village Hall Projects		
	Sub Totals	£53.72	
		Total	£53.72

Clerk's Report:

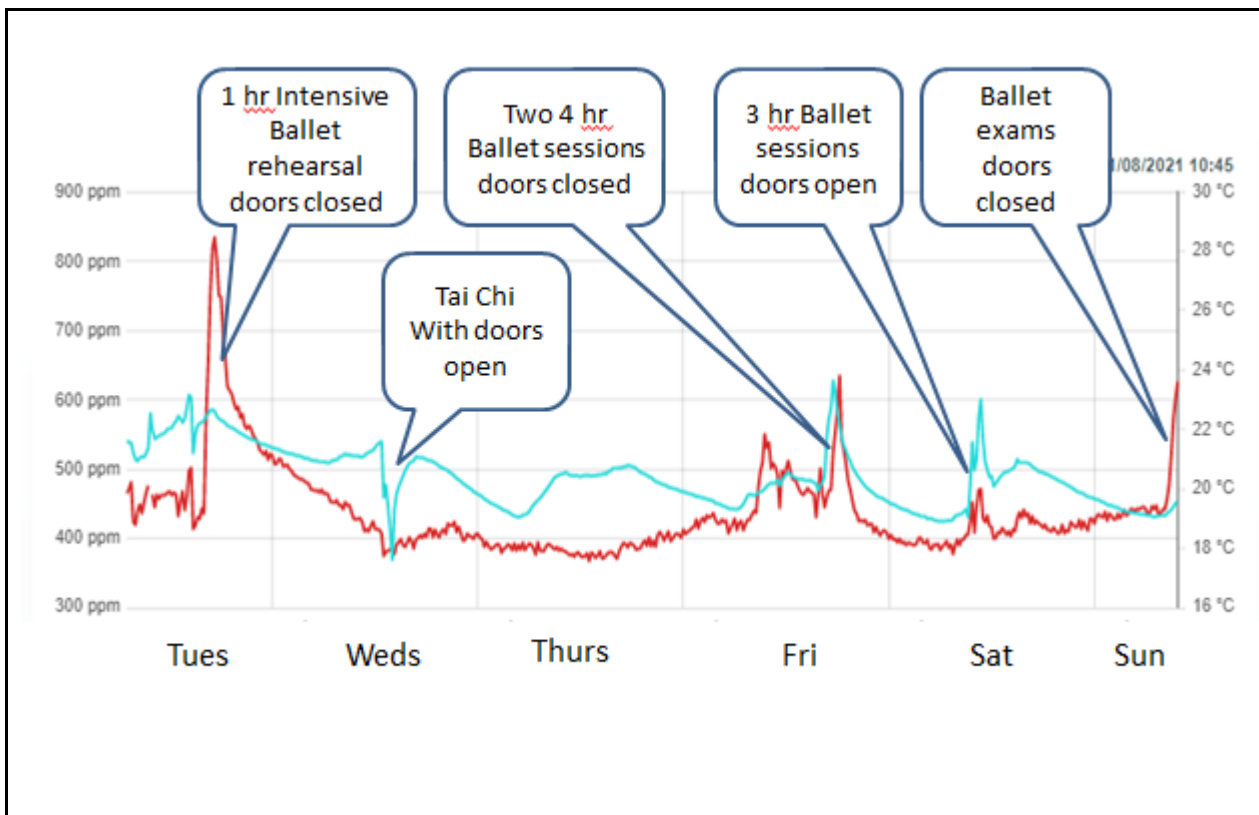
Unfortunately we have now "lost" our second caretaker, Natasha, as well. She has regrettably stood down for medical reasons. Rachael has stepped up to the plate brilliantly and has covered every shift, 7 days a week, since July 13th. She is taking a well earned break next week and I'll be covering. We now need to go back to the drawing board to look at how we resource the caretaking role.

We have had several maintenance issues this month:

1. Our tractor finally came back from the dealers after a frustrating two week wait. Rachael immediately noticed a problem with it, although the engine was running well, it wasn't cutting the grass. Melvyn said that it looked as if the blades were on upside down. I called the dealer back and indeed the blades were on the wrong way round. There is a left and a right and the apprentice mixed them up.
2. I have installed two stainless steel thresholds to cover some cracks in the extension floor where the screed has failed. I had previously considered cutting out that part of the floor but this would have required further closure and some tricky work getting new vinyl welded in. The thresholds are more durable.
3. The sewage system pump is being serviced on Monday 2nd August 2021.
4. The roofer hasn't yet given us a start date and I have chased him.
5. The rainwater gully on the extension blocked in the storms with debris from the trees. This caused water to run down the outside of the wall. I have unblocked it.

6. Melvyn and I have planted the new silver birch tree and the tenant has been keeping it watered during the hot weather.
7. The new silver birch tree in the School House garden has died. Melvyn has ordered a replacement for delivery today.
8. We had two weeks where the School House green waste bin wasn't emptied. I followed this up with the Council and found that it was a problem with their billing system which can't account for 2 bins at different properties on the same account. Previously this was handled manually but in the change over to the new Council the lists got reprinted and School House got missed off. It has now been restored.

I have now installed the CO₂ monitor and the results are very interesting. Below are the readings since Tuesday morning until 10:45 on Sunday. The red line is CO₂ and the blue line is temperature. The background CO₂ level is around 390-430 ppm. Lucy (Ballet Academy) held an impromptu 1hr intensive rehearsal on the Tuesday and the levels doubled with the doors closed. Very few people were at that class but the levels didn't return to the normal background level for 20 hours. 800ppm is not a healthy level and I have now set the monitor to flash amber if it reaches that level again. Tai Chi on Wednesday was very interesting. When Robert entered at 13:45 the CO₂ levels were still a little above background but dropped along with the temperature as soon as he opened the doors for ventilation. There was then no change, even with the group doing their exercise. The ballet sessions on Friday, Saturday and Sunday speak for themselves. I will continue to monitor these and talk the results through with each of the class tutors.



The Hall was in use for 110 hours in July, gradually creeping up, with the Ballet Academy and Tai Chi back to classes. Income was £814.50, back to an operating surplus for the month.

It was **RESOLVED by majority** 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. There is a small, faint watermark 'Signatures' visible over the signature.

Adrian Dale
Clerk to the Trustees
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Melvyn Wooding
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