

**Minutes of Electronic Correspondence of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
On 31st August 2021**

Participating:

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

2021.14 August Caretaker Expenses

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

	Link to: Rachael Maywood's Service Log	Labour	Expenses
VH	Village Hall Caretaker	£135.50	£7.60
VHP	Village Hall Projects		
SH	School House Caretaker	£36.00	
SHP	School House Projects		
	Sub Totals	£171.50	£7.60
		Total	£179.10

	Link to: Olivia Duffy's Service Log	Labour	Expenses
VH	Village Hall Caretaker	£63.50	
VHP	Village Hall Projects		
	Sub Totals	£63.50	
		Total	£63.50

Clerk's Report:

Our new Assistant Caretaker, Olivia Duffy, is coming up to speed. She's had her first training from Rachael and more is planned for the coming weekends. Last week and over the bank holiday she successfully completed all of the cleaning and security checks.

We have had no maintenance issues this month so I used the opportunity to do some electrical testing. One socket needed replacing as it was cracked and showed signs of overheating. The sewage treatment plant also received its annual service and empty. The windows for both properties were cleaned by our contractors and the gutters were all cleaned in preparation for the autumn leaf fall.

The Hall was only in use for 31 hours in August. Income was £223.00. This is to be expected over the summer, especially with social functions cancelled. Most classes are returning in the second week of September.

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 long, sweeping underline that extends to the right.

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

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