

**Minutes of Electronic Correspondence of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
On 1st April 2024**

Participating:

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

2024.10 March

The Clerk presented the March Caretakers' Service Claims and Clerk's report.

	Link to: Rachael Maywood's Service Log	Labour	Expenses
VH	Village Hall Caretaker	£194.80	£46.56
VHP	Village Hall Projects		
SH	School House Caretaker	£19.70	
SHP	School House Projects		
	Sub Totals	£214.50	£46.56
		Total	£261.06

	Link to: Maxine Routledge's Service Log	Labour	Expenses
VH	Village Hall Caretaker	£114.35	
	Sub Totals	£114.35	
		Total	£114.35

	Link to: Joe Routledge's Service Log	Labour	Expenses
VH	Village Hall Caretaker	£49.79	
VHP	Village Hall Projects		
	Sub Totals	£49.79	
		Total	£49.79

Clerk's Report:

Village Hall

1. Rachael has dealt with 3 mice this month.
2. The cluster flies have awoken early because of the warm weather. Another fumigation is planned for 11th April 2024.
3. Unfortunately our Easter close down for the ceiling repairs had to be cancelled as the contractor had sustained an injury.
4. A gaming weekend for 30th March-1st April was cancelled because of a bereavement. An E3 church service was therefore able to go ahead at short notice.
5. Maxine Routledge has resigned her role as Assistant Caretaker. She already has a substantive day time role as Head Caretaker at Saxon Hall in Raunds and the Chelveston role is too disruptive, with unsociable hours, for effectively the minimum wage. Rachael is on holiday and I won't be disturbing her to discuss this. However, the resignation does present a serious problem. We are going to be short of caretaker cover and may need to cancel bookings unless we can find additional caretakers.
6. From 1st April 2024, the National Living Wage goes up to £11.44/hour (9% increase) from £10.42/hour. We currently pay our Assistant Caretakers £11.00 as self-employed contractors. This covers the minimum wage plus the Class 4 NI contribution they would

be expected to make on their own behalf. We therefore need to increase the Assistant Caretaker fees to at least £12.00 per hour with a £3.00 minimum call out fee with immediate effect.

School House

No issues

Foundation Matters

1. I am now living in the Village for only 1-2 variable days a week as I am dealing with care issues for elderly parents in Wolverhampton. I am still dealing with all Foundation administration remotely, with Janet holding the fort with bookings and finance. Rachael is handling operations but the resignation of Maxine puts this role under strain. Rachael can't cover the extra hours and I can't back her up. This situation clearly isn't sustainable. We need to find additional caretaker support urgently and we need to advertise again.
2. I've been doing the job of Clerk since January 2010 and I am now becoming a risk for the Foundation. I plan to stand down at the end of June 2025, by which time we may be selling up and downsizing elsewhere. We need to find a replacement ASAP so that a hand over can begin. I suggest we advertise again for a recently retired administrator/manager who would like to make a contribution to the community.

Hall usage:

March's usage was 130 hours, well up on 2023 because of the by-election.

Month	2024 Hours	2024 Hire Income	2023 Hours	2023 Hire Income	Reason for difference between 2024 and 2023
January	97	£1,278	87	£1,031	Extra catch up sessions from Ballet Academy
February	130	£1,527	112	£1,561	Election hire
March	107	£1,352	115	£1,501	Early Easter
April			87	£1,271	
May			113	£1,422	
June			112	£1,533	
July			62	£823	
August			36	£531	
September			115	£1,250	
October			75	£959	
November			114	£1,416	
December			51	£746	
Totals	334	£4,157	1,079	£14,048	

It was **RESOLVED** by majority of Trustees to approve this report and authorize the payment of the invoices.



Adrian Dale (Clerk)



Melvyn Wooding (Chair)