

**Minutes of the Electronic Correspondence and Verbal Discussions between the Trustees
of the Educational Foundation of Abigail Bailey and Ann Levett
1st-4th February 2017**

Participating:

Martin Emerson, Raymond Dyer, Arthur Wright, Melvyn Wooding, Adrian Dale

2017.12 Cleaning Contract

Current guidance for Village Halls and charities is that all cash payments for goods and services should cease and that payments be made electronically or by cheque.

The Clerk has had discussions with the existing cleaner. For personal reasons, they are unable to bill electronically or accept cheques. The Foundation can no longer continue with this arrangement and with the agreement of the majority of Trustees participating in the correspondence/discussions, the Clerk terminated the contract with immediate effect.

The participating Trustees agreed to advertisements being placed for a new cleaning contract on a self-employed basis. Ideally this would be a local resident who could pop in to the hall regularly to do cleaning between events on a flexible basis.

The Clerk offered to cover this role until a suitable contractor is found. However, he would not be able to do this voluntarily as it would increase his workload and commitments just at the point when he should be looking for paid work elsewhere.

It was **RESOLVED** by the majority of Trustees that the Clerk could charge cleaning at the same rate of £10.00/hr to be billed monthly electronically. The Clerk would be self-employed and self-insured during cleaning and would pay all the necessary taxes on the income.

2017.13 CCTV Installation and CCTV Policy

Following a number of incidents of unauthorised use and access to the Village Hall, the Clerk has installed a CCTV camera in the entrance porch to record the entry and exit of all code holders. This will enable checks to be made on who is using the hall when and will allow us to be clear for insurance purposes that the hall is only being used on an authorised basis. The Clerk has also changed the access codes for all groups who appeared to have been using shared or "borrowed" codes.

The Clerk has researched and prepared a [CCTV Policy](#) which will govern its operation and new [standard conditions of hire](#) incorporating this policy. All hirers of the hall have been advised about the camera and how it will be used.

Through correspondence and discussions, it was **RESOLVED** by the majority of Trustees to adopt these policies.



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