

**Minutes of Electronic Correspondence of the Trustees
of the Educational Foundation of Abigail Bailey and Ann Levett
31st December 2017**

Participating:

Martin Emerson, Raymond Dyer, Melvyn Wooding, Andrew Seaman, Arthur Wright (Trustees)

2017.60 Approval of Service and Mileages Charges for the Clerk (December 2017)

The Clerk presented his claims for service and mileage charges.

Role	Labour	Mileage	Total	Caretaker Log
VH Caretaker	£295.92	£18.84	£314.76	2017.V721
VH Paneling Work	£198.88	£25.96	£224.84	2017.V722
Totals	£494.80	£44.80	£539.60	

Breakdown:

- Overall we did 29.59 hours on caretaker work in December with only the 10th December involving no work at all.
- The paneling work so far took 19.89 hours
- I don't account for administration work (bookings, invoicing, managing the accounts)
- Of the Village Hall Caretaker labour charges **£73.61** have been paid directly by hirers cleaning after their function – we had 7 functions this month, including 3 over Christmas, 1 of these on Christmas Day.
- This month Village Hall repairs/maintenance accounted for **£10.73** – repairing some minor damage in the gents toilet. There was also **£21.39** snow clearing and salting the paths to meet our obligations to provide safe access to the Hall.
- There was no grass cutting and no meaningful work at School House (other than routine checks)
- The paneling work involved the routing and installation of all the panels and dado rails and the first coat of primer paint. I will complete the painting on New Year's Day so this will come into next year.

The Hall was in use for **136** hours during December with a hire income of **£1,019**. The net caretaker costs (after deducting hirer paid cleaning) was **£41.15** which is around **£1.77** per hour of Village Hall use – between 20-25% of the hire fee depending on who is hiring.

The Trustees **RESOLVED by email** to pay these claims and authorised the Clerk to make payments.



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