

**Minutes of Electronic Correspondence between the Trustees of the  
Educational Foundation of Abigail Bailey and Ann Levett  
on Wednesday 31<sup>st</sup> January 2018**

**Participating:**

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

**2018.11 January 2018 Caretaker Report and Expenses for Approval**

The Clerk presented his monthly report and expenses claim for approval.

Role	Labour Charges	Mileage	Supplies	Total	Caretaker Log
School House Caretaker	£54.87	£2.52		<b>£57.39</b>	<a href="http://villagehall.chelveston.org.uk/expenses/2018.S004">http://villagehall.chelveston.org.uk/expenses/2018.S004</a>
Village Hall Paneling Work	£23.97	£0.56		<b>£24.53</b>	<a href="http://villagehall.chelveston.org.uk/expenses/2018.V025">http://villagehall.chelveston.org.uk/expenses/2018.V025</a>
Sewage System Service			<b>£168.00</b>	<b>£168.00</b>	<a href="http://villagehall.chelveston.org.uk/expenses/2018.V024">http://villagehall.chelveston.org.uk/expenses/2018.V024</a>
Village Hall Caretaker	£200.76	£28.80		<b>£229.56</b>	<a href="http://villagehall.chelveston.org.uk/expenses/2018.V026">http://villagehall.chelveston.org.uk/expenses/2018.V026</a>
<b>Totals</b>	<b>£279.60</b>	<b>£31.88</b>	<b>£168.00</b>	<b>£479.48</b>	

**Report:**

- During January 2018, I attended the Village Hall or School House on **96 separate occasions**. Although I only bill when on the premises, each visit also involves travel time to and from the Hall.
- Work started at **03:46** on New Year's Day when the Police asked me to check the premises to make sure nothing had been disturbed following the burglary at the Woodlands.
- I also did a 2 hour painting session of the new panelling on New Year's Day so that the paint would be dry for a party on 4<sup>th</sup> January.
- Overall I did nearly **28** hours on caretaker work in January 2018 with only two days involving no site visits at all. All of the January weekends had functions or other bookings, which would normally mean I couldn't practically leave the Village. However, I did go away for the weekend of 19<sup>th</sup> – 21<sup>st</sup> January, taking the opportunity of the Ballet Academy booking most of the weekend for special rehearsals. I agreed with the Ballet Academy that they would do the toilet checks and sanitisation on Friday night and Saturday night, and that I would leave the full clean until I returned on Sunday evening. I discounted their hire by the amount that I would have billed for these checks (approx. **£2.00** per session) and then I cleaned when I got back at **21:00** on the Sunday evening. It wasn't practical to ask one of the Trustees to stand in for these checks as the finish time in each case was uncertain, as they were taking full advantage of the flexible booking arrangement.
- Cleaning charges have been higher than normal with the mud from the car park meaning that the corridor has needed spot cleaning most days.

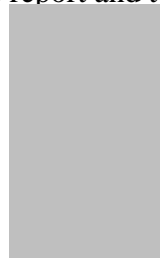
- We also had the cluster fly challenge which has necessitated additional work.
- Other than painting the panelling, Village Hall maintenance work involved changing the bulbs for the outside lights, and preparing for the replacement of a split floorboard. I have stained and varnished the board at home so that installation on the 1<sup>st</sup> February can (hopefully) be quick and not disruptive to the programme.
- There have been two service visits (meter change at School House, and sewage system service) that required supervision. I paid the call out charges for the sewage system service from my own bank account as the contractor will only take an online BACS payment, which we can't do as a charity. This is reclaimed above (<http://villagehall.chelveston.org.uk/expenses/2018.V024>)
- I don't bill for Foundation or Village Hall administration work (bookings, invoicing, managing the accounts, meetings administration etc). This is entirely voluntary, but I logged this separately in January. This came to **49 hours**, handling the start of year accounting, the end of 2017 accounting, and preparing the annual report. The Derek Geater complaint absorbed **10.8 hours** of these hours preparing the detailed minutes and the response to his complaint.
- The Hall was in use for **146 hours** during January with a hire income of **£1,064.50**. The comparable figures for 2017 were **99 hours** and **£705.50**.

### End of Report

It was unanimously **RESOLVED** to approve this report and to authorise the payment of the expenses.



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