

**Minutes of Electronic Correspondence between the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
on Thursday 1st March 2018**

Participating:

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

2018.19 February 2018 Caretaker Report and Expenses for Approval

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

Role	Labour Charges	Mileage	Total	Caretaker Log
School House Caretaker	£8.19		£8.19	http://villagehall.chelveston.org.uk/expenses/2018.S007
Village Hall Project Work	£115.64	£27.92	£143.56	http://villagehall.chelveston.org.uk/expenses/2018.V053
Village Hall Caretaker	£309.86	£11.72	£321.58	http://villagehall.chelveston.org.uk/expenses/2018.V054
Totals	£433.69	£39.64	£473.33	

Report:

- During February 2018, I attended the Village Hall or School House on **83 separate occasions**. This is 13 less than January – taking into account the fact that January is a shorter month and we were on half-term for part of it.
- School House work was minimal with just a grass cut of the front and rear lawns
- The Village Hall project work involved procuring and fitting the new dance floor (approx. 5 hours), replacement of the outside lights (approx.. 3 hours) and wiring the power and network for the new sound system (approx. 4 hours)
- Village Hall caretaker costs were significantly higher for February (**31 hours**) than January (**20 hours**). The burst water heater in the kitchen has so far needed **12.5** hours work. Cleaning costs have been proportionately higher too with the mud and snow in the car park meaning that the floors needed more cleaning each week.
- For health and sanity reasons I limited administration work during February to mornings between 09:30 and 11:00 five days a week. Most days an hour was enough but overall, I think it is sensible to allow for 7 hours a week spread over the year in bookings, invoicing, finance etc.
- The Hall was in use for **157 hours** with a hire income of **£1,284.50**. The comparable figures for 2017 were **105 hours** and **£794.00**. £192.00 of the income was effectively a windfall from the use of the Hall as a polling station.
- For January/February the total Hall usage has been **307 hours** with income of **£2,385.00**. The comparable figures for 2017 were **205 hours** with income of **£1,499.50**. In addition to the use as a polling station, we have benefited from the Ballet Academy booking many ad hoc rehearsals for upcoming festivals. We also have the benefit of the 5% fee rise coming through in the income figures.
- Fuel bills so far have been significantly higher this year at **£407** compared to last year at **£260**, that's a 56% increase. Given that usage has increased by 50%, that is

about right, especially given the high heating bills associated with the polling station which has an abnormally high number of door openings per hour, all involving loss of heat.

End of Report

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



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