

**Minutes of Electronic Correspondence between the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
on Monday 7th May 2018**

Participating:

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

2018.28 April 2018 Caretaker Report and Expenses for Approval

<http://villagehall.chelveston.org.uk/finance/2018/logs/2018-04-Caretaker-1> Adrian Dale – Creatifica Associates Ltd – **Total £201.95**

<http://villagehall.chelveston.org.uk/finance/2018/logs/2018-04-Caretaker-2> Rachael Maywood - RJM Services – **Total £271.50**

Report from Adrian Dale:

- During April 2018, Adrian Dale attended the Village Hall or School House on **36 separate occasions**. We had a 2 week light period due to Easter and he was on holiday from 20th April.
- Rachael Maywood came on stream as the second caretaker on 18th April and attended the Hall on nearly **40 separate occasions**. She coped really well with being thrown in at the deep end, especially given the break in and the failure of the switch to the sound system.
- However, only **3 days** during the month had nothing on, with one of these marked as unavailable as we didn't have caretaker cover.
- School House work was minimal with just grass cuts of the front and rear lawns.
- The sound system was installed during the month.
- Village Hall caretaker costs were higher for April (**47 hours**), March (**35 hours**) than February (**31 hours**). This reflects Rachael's training, her newness to the role and dealing with the break in. **£75** of the caretaker costs were covered by payments from hirers. Therefore caretakers services represented 32% of hire fees. This is higher than previous months for obvious reasons but still manageable.
- The Hall was in use for **162 hours** with a hire income of **£1,263.25**. The comparable figures for 2017 were **127 hours** and **£914.50**.

End of Report

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



Adrian Dale
Clerk to the Trustees
21 Water Lane
Chelveston
NN9 6AP



Melvyn Wooding
Chairman of the Trustees
Melrose Cottage
Caldecott
NN9 6AR