

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

Participating:

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

2018.36 June Caretaker Expenses

Caretaker	Link to Invoice	Total
Adrian Dale	Creatifica Associates Ltd	£192.28
Rachael Maywood	RJM Services	£304.85

Report from Adrian Dale:

- During June 2018, Adrian Dale attended the Village Hall or School House on 69 separate occasions (25 of these to shift the sprinkler at School House)
- During June 2018, Rachael Maywood attended the Village Hall or School House on 41 separate occasions; many of these were for extended periods whilst undertaking grounds maintenance, usually assisted by Jim May. Between them they undertook almost all of the grounds maintenance of School House and the Village Hall garden. All the moss has been removed from the forecourt, the car park hedge has been trimmed and all the basal growth from around the lime trees has been removed. The Hall and School House grounds are looking the best they have ever done.
- We are still inspecting outside and inside every morning, even when there is no hire planned. We also do a close down inspection most evenings to ensure the back door is locked and that all taps are off.
- The sound system is working well, and the new face plate has been installed for easier access during dance classes. It was used for 120 hours during June.
- Village Hall caretaker costs were lower in June (37 hours) compared with May (46 hours). Hall usage was slightly lower than May as one weekend function was cancelled at short notice. £26 of the caretaker costs were covered by payments from hirers. Caretaker services represented 34% of hire fees. This is lower than last month.
- 3 days during the month had no hire as a result of the wedding cancellation. This wedding has been rebooked for August.
- The Hall was in use for 135 hours with a hire income of £1,079.20. The comparable figures for 2017 were 133 hours and £1,037.00

End of Report

It was unanimously **RESOLVED** to approve this report and authorize the payment of the invoices. Cheques were signed.

A handwritten signature in black ink, appearing to read 'ADALE', with a long, sweeping underline that extends to the right.

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

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