

**Minutes of Electronic Correspondence of the Trustees of the  
Educational Foundation of Abigail Bailey and Ann Levett  
on 1<sup>st</sup> August 2018**

**Participating:**

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

**2018.37 July Caretaker Expenses**

	Link to: <a href="#">Adrian Dale's Service Log</a>	Labour	Mileage
VH	Village Hall Caretaker	£98.46	£13.32
VHP	Village Hall Projects	£73.41	£1.68
SH	School House Caretaker	£ -	£-
SHP	School House Projects		
	<b>Sub Totals</b>	<b>£171.87</b>	<b>£ 15.00</b>
		<b>Total</b>	<b>£186.87</b>

	Link to: <a href="#">Rachael Maywood's Service Log</a>	Labour	Supplies
VH	Village Hall Caretaker	£222.50	£21.25
VHP	Village Hall Projects	£ -	£-
SH	School House Caretaker	£55.00	£-
SHP	School House Projects		
	<b>Sub Totals</b>	<b>£277.50</b>	<b>£21.25</b>
		<b>Total</b>	<b>£298.75</b>

**Clerk's Report**

- During June 2018, Adrian Dale attended the Village Hall or School House on **59 separate occasions** (18 of these to shift the sprinkler at School House)
- During June 2018, Rachael Maywood attended the Village Hall or School House on **47 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. The grass in both School House and the Village Hall continued to grow as we have been watering it. The Russian vine has also been trimmed back along with paddock weeds along the border of School House.
- After the end of term, we were able to undertake a backlog of maintenance work and general spruce up for the two weddings that are happening over the summer:
  - The failed pump on the kitchen air conditioning unit was replaced.
  - All of the marked emulsion paintwork was cleaned and touched up as required.
  - All of the gloss work in the main Hall and corridor was touched up.
- Project work included rewiring the air-conditioning units so that Rachael and I can switch them on to a cooling cycle if required. This has allowed us to divert cold air to the main Hall and to keep the corridor cool for waiting parents. For the July wedding, we used the kitchen air conditioning only to keep the food cool and safe.

- The Bluetooth receiver in the sound system failed and has been returned to the manufacturer for replacement. I have rewired the power circuit for this so that it can be rebooted every time the system is switched on. It is previously been on permanently and this may have contributed to its failure.
- The Hall was in use for **139** hours with a hire income of **£1,133.30**. This is higher than last month, despite term having finishing on 14<sup>th</sup> July. Term finished a week earlier than last year and so usage of the Hall was lower than in 2017 (**178** hours)
- **£17.98** of the caretaker fees were paid directly by hirers for cleaning after events.
- Finances are still tight. Income to the end of July was **£8,364** (compared with **£6,733** for the same period in 2017) However, as expected running costs are higher. Caretaker costs are higher and maintenance costs are ahead of last year.

**End of report**

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



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

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