

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

Participating:

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

2018.38 August Caretaker Expenses

	Link to: Adrian Dale's Service Log	Labour	Mileage
VH	Village Hall Caretaker	£42.59	£ 15.76
VHP	Village Hall Projects	£135.48	£ 17.60
SH	School House Caretaker	£3.33	£ 0.28
SHP	School House Projects		
	Sub Totals	£181.40	£ 33.64
		Total	£215.04

	Link to: Rachael Maywood's Service Log	Labour	Supplies
VH	Village Hall Caretaker	£136.50	£ 35.48
VHP	Village Hall Projects	£ -	£-
SH	School House Caretaker	£30.00	£-
SHP	School House Projects		
	Sub Totals	£166.50	£ 35.48
		Total	£201.98

Clerk's Report

- During August 2018, Adrian Dale attended the Village Hall or School House on **37 separate occasions**
- During August 2018, Rachael Maywood attended the Village Hall or School House on **15 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.
- There were five minor maintenance issues which needed attention:
 - The PIR controlling the porch light failed. This was replaced
 - The bathroom sink at School House blocked. This was cleared
 - The annual service of the sewage system was undertaken
 - The Bluetooth receiver for the sound system was returned, having been mended
 - A leaking toilet cistern was discovered in the ladies' toilet. A temporary fix was put in place for the weekend and a plumber is attending on Monday 3rd September to repair.
- Project work involved the stripping and repainting of the Village Hall front door. This was last undertaken in 2012.

- Although it is not term time, the Hall was in use for **184** hours with a hire income of **£1,517.00**. (In August 2017, the respective figures were 43 hours use and income of £433) This year there was wedding and two gamer weekends. **£94.36** of the caretaker fees were paid directly by hirers for cleaning after events.
- Finances are still tight. Taking into account this month's caretaker charges, we are now (just) cash positive. Hire income to the end of July was **£9,981** (compared with **£6,966** 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
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Melvyn Wooding
Chairman of the Trustees
Melrose Cottage
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