

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

Participating:

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

2018.39 September Caretaker Expenses

	Link to: Adrian Dale's Service Log	Labour	Mileage
VH	Village Hall Caretaker	£65.11	£ 1.40
VHP	Village Hall Projects		
SH	School House Caretaker		
SHP	School House Projects		
	Sub Totals	£65.11	£ 1.40
		Total	£66.51

	Link to: Rachael Maywood's Service Log	Labour	Supplies
VH	Village Hall Caretaker	£218.75	£ 13.60
VHP	Village Hall Projects		
SH	School House Caretaker	£35.00	
SHP	School House Projects		
	Sub Totals	£253.75	£ 13.60
		Total	£267.35

Clerk's Report

- During September 2018, Adrian Dale attended the Village Hall or School House on **30 separate occasions**
- During September 2018, Rachael Maywood attended the Village Hall or School House on **43 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 well without watering.
- There were five minor maintenance issues which needed attention or for which repairs are planned:
 - The leaking toilet cistern was repaired
 - The dividing doors of the Hall jammed twice
 - The automatic lighting in the kitchen malfunctioned
 - The safety lighting in the disabled toilet failed
 - The projector wifi connection malfunctioned.
- There was no project work this month.

- The Hall was in use for **135** hours with a hire income of **£1,060.00**. (In September 2017, the respective figures were 177 hours use and income of £1,487) In 2017 there were two full weekend craft workshops over the first two weekends of September. This year the corresponding weekends were family parties and a Parish Council function with shorter hire periods.
- Finances are still tight. Taking into account this month's caretaker charges, we are still just cash positive. Hire income to the end of September was **£10,940** (compared with **£8,453** 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.
- The tenants are vacating School House today and the agent inspection is tomorrow. Rachael and I will then be preparing the house for re-letting on the 11th October.

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