

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

Participating:

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

2018.46 October Caretaker Expenses

	Link to: Adrian Dale's Service Log	Labour	Mileage	Supplies
VH	Village Hall Caretaker	£162.04	£ 21.56	£72.00
VHP	Village Hall Projects	£70.67	£ 10.72	
SH	School House Caretaker			
SHP	School House Projects			
	Sub Totals	£232.71	£ 32.28	£72.00
		Total		£336.99

	Link to: Rachael Maywood's Service Log	Labour	Supplies
VH	Village Hall Caretaker	£194.02	£ 16.10
VHP	Village Hall Projects		
SH	School House Caretaker	£10.00	
SHP	School House Projects		
	Sub Totals	£204.02	£ 16.10
		Total	£220.12

Clerk's Report

- During October 2018, Adrian Dale attended the Village Hall or School House on **51 separate occasions**
- During October 2018, Rachael Maywood attended the Village Hall or School House on **38 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 three minor maintenance issues which needed attention or for which repairs are planned:
 - The ventilation system summer PIR failed – we are awaiting parts for this.
 - The back door lock of School House wouldn't lock from inside – this was lubricated.
 - 3 birds found their way into the Village Hall. We have found one hole in the eaves and have blocked it.
- Project work has involved the installation of new lighting for the car park which is half completed.

- The Hall was in use for **151** hours with a hire income of **£1,205.50**. (In October 2017, the respective figures were 210 hours use and income of £1,579) There were two quiet weeks this month as the Ballet Academy Principal had an additional week holiday to celebrate her 40th birthday.
- Finances are still tight. Taking into account this month's caretaker charges, and invoices due from Denmans, we are now cash negative by around £1,500. However, there are around £600 of uninvoiced hires.
- The tenants are only using School House at weekends at the moment, which is a light load on the property.

End of report

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



Adrian Dale
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Chairman of the Trustees
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