

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

Participating:

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

2018.47 November Caretaker Expenses

	Link to: Adrian Dale's Service Log	Labour	Mileage	Supplies
VH	Village Hall Caretaker	£149.59	£ 8.88	£0.00
VHP	Village Hall Projects	£32.50	£ 0.00	
SH	School House Caretaker			
SHP	School House Projects			
	Sub Totals	£182.09	£ 8.88	£0.00
		Total		£190.97

	Link to: Rachael Maywood's Service Log	Labour	Supplies
VH	Village Hall Caretaker	£142.00	£ 13.60
VHP	Village Hall Projects		
SH	School House Caretaker	£10.00	
SHP	School House Projects		
	Sub Totals	£152.00	£ 13.60
		Total	£165.60

Clerk's Report

- During November 2018, Adrian Dale attended the Village Hall or School House on **65 separate occasions**
- During November 2018, Rachael Maywood attended the Village Hall or School House on **31 separate occasions** as she was on holiday for a week. 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 four minor maintenance issues which needed attention or for which repairs are planned:
 - The ventilation system summer PIR failed – this has now been replaced
 - The rear doors of the Village Hall were not latching locked – they have been adjusted
 - One of the toilet seats in the ladies came loose and had to be repaired with new washers
 - The new strapping around chairs in the corridor was fitted.
 - A full service of the mower deck was undertaken

- Project work has involved the installation of new lighting for the car park which is now complete and working well
- The Hall was in use for **157** hours with a hire income of **£1,244.50**. (In November 2017, the respective figures were 190 hours use and income of £1,144) In November 2017 the 1st Raunds Scouts held a remembrance camp over a whole weekend. This was not repeated this year as it produced too much mess in the Hall from camping in the wet paddock.
- Finances are still tight. Taking into account this month's caretaker charges, we are now cash negative by around £500. However, there are around £1,300 of uninvoiced hires.
- The tenants are now fully occupying School House and have settled in well with no issues. Unlike the previous tenants, they are managing to get two cars onto 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
Clerk to the Trustees
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Melvyn Wooding
Chairman of the Trustees
Melrose Cottage
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