

**Minutes of Electronic Correspondence of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
on 31st December 2018**

Participating:

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

2018.49 December Caretaker Expenses

	Link to: Adrian Dale's Service Log	Labour	Mileage	Supplies
VH	Village Hall Caretaker	£89.02	£ 3.04	£3.24
VHP	Village Hall Projects			
SH	School House Caretaker			
SHP	School House Projects			
	Sub Totals	£89.02	£ 3.04	£3.24
		Total		£95.30

	Link to: Rachael Maywood's Service Log	Labour	Supplies
VH	Village Hall Caretaker	£138.00	£ 0.00
VHP	Village Hall Projects		
SH	School House Caretaker	£10.00	
SHP	School House Projects		
	Sub Totals	£148.00	£ 0.00
		Total	£148.00

Clerk's Report

- During December 2018, Adrian Dale attended the Village Hall or School House on **47 separate occasions**. The Hall was closed from 21st December until 28th December and then again until 2nd January.
- During November 2018, Rachael Maywood attended the Village Hall or School House on **29 separate occasions**. Many of these were for extended periods whilst undertaking grounds maintenance, usually assisted by Jim May. Between them they undertook all of the grounds maintenance of School House and the Village Hall garden.
- There were two minor maintenance issues which needed attention or for which repairs are planned:
 - A recurring minor gas leak in one of the heaters was resolved
 - The rear doors of the Village Hall had swelled and required adjustment
- The Hall was in use for **97.5** hours with a hire income of **£783**. (In December 2017, the respective figures were **136** hours use and income of £1,020) In December 2017 the ballet terms finished one week later in the year.

End of report

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

A handwritten signature in black ink, appearing to read 'AD', with a long, sweeping horizontal stroke extending to the right. The signature is written over a faint, light blue watermark that says 'electronically signed'.

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

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