

**Minutes of Electronic Correspondence of the Trustees of the  
Educational Foundation of Abigail Bailey and Ann Levett  
on 1<sup>st</sup> February 2019**

**Participating:**

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

**2019.9 January Caretaker Expenses**

	Link to: <a href="#">Adrian Dale's Service Log</a>	Labour	Mileage	Supplies
VH	Village Hall Caretaker	£78.74	£ 0.28	£0.00
VHP	Village Hall Projects	£94.43	£ 3.84	
SH	School House Caretaker	£10.83		
SHP	School House Projects			
	<b>Sub Totals</b>	<b>£184.00</b>	<b>£ 4.12</b>	<b>£0.00</b>
		<b>Total</b>	<b>Total</b>	

	Link to: <a href="#">Rachael Maywood's Service Log</a>	Labour	Supplies
VH	Village Hall Caretaker	£153.50	£ 8.90
VHP	Village Hall Projects		
SH	School House Caretaker	£15.00	
SHP	School House Projects		
	<b>Sub Totals</b>	<b>£168.50</b>	<b>£ 8.90</b>
		<b>Total</b>	<b>£177.40</b>

**Clerk's Report**

- During January 2019, Adrian Dale attended the Village Hall or School House on **45 separate occasions**
- During January 2019, Rachael Maywood attended the Village Hall or School House on **35 separate occasions**; two 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 needed cutting once during the period.
- There were four minor maintenance issues which needed attention or for which repairs are planned:
  - School House roof developed a leak. This has been repaired by a contractor and the bedroom ceiling has been repainted to remove the water mark
  - The automatic light switch in the kitchen of the Village Hall failed and has been replaced
  - Cement from under one of the ridge tiles on the Village Hall porch fell out. This is been repaired by our roofing contractor
  - One of the flying audio system leads failed and was replaced. Several spares have been ordered.

- Project work has involved the installation of earthing for the generator input and a battery backup power supply for the camera and internet router.
- The Hall was in use for **130** hours with a hire income of **£1,026**. (In January 2018, the respective figures were 150 hours use and income of £1,100) The Ballet Academy is currently running one session less a week and two Belly Dancing classes have been cancelled owing to the weather.
- Finances are good – grants have been received to pay for the hedge replacement.

### **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 'ADRIAN DALE', with a long horizontal stroke extending to the right. Below the signature, the text 'Electronically signed' is faintly visible.

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

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