

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

**Participating:**

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

**2019.10 February Caretaker Expenses**

	Link to: <a href="#">Adrian Dale's Service Log</a>	Labour	Mileage	Supplies
VH	Village Hall Caretaker	£87.25		
VHP	Village Hall Projects	£26.21		
SH	School House Caretaker	£31.60		
SHP	School House Projects			
	<b>Sub Totals</b>	£145.06		
		<b>Total</b>	£145.06	

	Link to: <a href="#">Rachael Maywood's Service Log</a>	Labour	Supplies
VH	Village Hall Caretaker	£156.00	£ 20.59
VHP	Village Hall Projects	£37.00	£-
SH	School House Caretaker	£36.50	£-
SHP	School House Projects		
	<b>Sub Totals</b>	£229.50	£ 20.59
		<b>Total</b>	£250.09

**Clerk's Report**

- During February, Adrian Dale attended the Village Hall or School House on **32 separate occasions**
- During February, Rachael Maywood attended the Village Hall or School House on **34 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.
- There were six minor maintenance issues which needed attention or for which repairs are planned:
  - A mole catcher was employed to clear School House and the paddock of molehills. This was successful
  - The kitchen drain at School House blocked and had to be cleared of a “fat berg” – the tenants have apologised
  - The sewerage treatment plant pump had worn a hole in the housing which covers the pump. This has been sealed.
  - Cluster flies have returned to the Hall and we have to remove them each day. There is no guaranteed permanent treatment possible, they should leave by the end of March.

- A leaking tap in the ladies had to be repaired and the kitchen tap at School House was replaced.
- Additional matting was fixed into the verge by School House to prevent the grass being churned up by the tenants turning.
- Project work has involved the installation of new fencing to replace the car park hedge. This will be completed with new matting in early March.
- The Hall was in use for **128** hours with a hire income of **£1,006**. (In February 2018, the respective figures were 157 hours use and income of £1,284) The Ballet Academy is no longer running classes on a Tuesday morning and there has been a corresponding drop in usage.
- We are currently running a negative cash balance. There has been expenditure on the replacement of the car park hedge and in additional security. There is no cause for concern.

**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