

**Minutes of Electronic Correspondence of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
on 1st June 2019**

Participating:

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

2019.14 May Caretaker Expenses

| | Link to: Adrian Dale's Service Log | Labour | Mileage | Supplies |
|-----|--|---------------|--------------|----------------|
| VH | Village Hall Caretaker | £102.00 | £3.52 | £99.40 |
| VHP | Village Hall Projects | | | |
| SH | School House Caretaker | £3.01 | | |
| SHP | School House Projects | | | |
| | Sub Totals | £97.36 | £0.00 | |
| | | Total | | £207.93 |

| | Link to: Rachael Maywood's Service Log | Labour | Supplies |
|-----|--|----------------|----------------|
| VH | Village Hall Caretaker | £176.00 | £0.00 |
| VHP | Village Hall Projects | | |
| SH | School House Caretaker | £30.00 | |
| SHP | School House Projects | | |
| | Sub Totals | £206.00 | £0.00 |
| | | Total | £206.00 |

Clerk's Report

- The previous tenant left School House on 11th May and Rachael spent several hours preparing it for re-let. New tenants moved in on 30th May. The costs of setting up a new tenancy are now borne by the landlord and not the tenant. This cost us **£705**.
- There were four maintenance issues which needed attention:
 - One of the Dorguards failed and had to be replaced – fortunately, Screwfix open early and it was done before classes started
 - There was a problem with the sound system which was resolved during the annual service callout
 - One of the kettles failed – both were 4 years old and were replaced.
 - The York stone paths at the rear of the hall were looking very grubby and so Rachael jet washed them.
- The Hall was very quiet during May with two bank holidays and two weeks of half-term. The yoga class unfortunately closed as the teacher now has a full time job and can't teach during the day. The Pilates teacher also changed her timetable. She had hoped to run a second day time class on a Wednesday but it has not been viable.
- During May 2019, the Hall was in use for **141** hours with a hire income of **£1,165.50**. In May 2019, the respective figures were **151** hours use and income of **£1,194.50**. We are currently running a negative cash balance but this is not unusual at this time of 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 'ADALE', with a long horizontal stroke extending to the right.

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

Melvyn Wooding
Chairman of the Trustees
Melrose Cottage
Caldecott
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