

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

Participating:

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

2019.17 August Caretaker Expenses

The Clerk presented the August 2019 Caretaker's Service Claims and Clerk's report.

	Link to: Adrian Dale's Service Log	Labour	Supplies	Details
VH	Village Hall Caretaker	£113.49	£ 61.00	DSAV, Primrose Window Cleaning
VHP	Village Hall Projects			
SH	School House Caretaker	£11.53	£ 35.00	Primrose Window Cleaning
SHP	School House Projects			
	Sub Totals	£125.02	£ 96.00	
		Total	£221.02	

	Link to: Rachael Maywood's Service Log	Labour	Supplies	Details
VH	Village Hall Caretaker	£121.50	£ 11.29	Air and hoover fresheners
VHP	Village Hall Projects			
SH	School House Caretaker	£15.00		
SHP	School House Projects			
	Sub Totals	£136.50	£ 11.29	
		Total	£147.79	

Clerk's Report

- The tenancy of School House is going well with only a minor issue this month of rain beetles getting in through back door. The tenant is keeping an eye on this.
- There were two maintenance issues which needed attention:
 - Air conditioner failure in the kitchen – the sensor had failed and water was running down the wall into the electrics. I have moved the socket and switch so that this cannot happen again and have had the sensor replaced by Owen Refrigeration.
 - Split floorboard in the main hall – this will be replaced next week.
- I have started reviewing and testing the electrical circuits as the 5 year inspection is coming up. I have found that the external lighting circuit no longer meets best practice guidelines in the new 18th Edition Regulations (which came into force in January 2019). When the circuit was installed, the electrician didn't fully bond the armour cable to earth. He felt that the risk was low and that the fittings were all plastic. Best practice is now that all extraneous metal parts should be bonded if there is a risk they may come into contact with a live feed. There is no risk of unsupervised digging being the cause

of this, but there is a low risk that a car being parked might lose control and smash into the fence. This could certainly open up a live feed and might damage the armour, bringing it into contact with a live feed. To solve this, I am going to retrospectively bond the armour back to earth along its entire length. Once this is done, I will install flood lights before the autumn nights, to improve security, following the security concerns we have had over the summer. The flood lights will be connected to the sensors and one new sensor will be installed to cover the area near the shed.

- During August 2019, the Hall was in use for **107 hours** with a hire income of **£974.50**. In August 2018 the respective figures were **184 hours** use and income of **£1,517.00**. Last August, there was a wedding and two gaming weekends. This August we only had a wedding.
- From January – August 2019 the Hall has been in use for **1,211 hours** with a hire income of **£9,179**. Last year the corresponding figures were **1,252 hours** and **£9,881**. There have been slightly fewer regular ballet classes and a wedding scheduled for July was cancelled.
- Before payment of these expenses, we are currently running a positive cash balance of **£2,054**. However, there is the bill for the air conditioning service to be paid (approximately £250) and we are carrying £255 of Hall hire pre-payments. Because we have paid off the Foulger Trust loan, reserves are around **£3,000** higher than at the start of 2019.

End of report

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



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