

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

**Participating:**

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

**2019.18 September Caretaker Expenses**

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

	Link to: <a href="#">Adrian Dale's Service Log</a>	Labour	Mileage	Supplies
VH	Village Hall Caretaker	£60.56	£4.00	£62.49
VHP	Village Hall Projects			
SH	School House Caretaker			
SHP	School House Projects			
	<b>Sub Totals</b>	<b>£60.56</b>	<b>£4.00</b>	<b>£62.49</b>
		<b>Total</b>		<b>£127.05</b>

	Link to: <a href="#">Rachael Maywood's Service Log</a>	Labour	Supplies
VH	Village Hall Caretaker	<b>£154.50</b>	
VHP	Village Hall Projects	-	
SH	School House Caretaker	<b>£20.00</b>	
SHP	School House Projects		
	<b>Sub Totals</b>	<b>£174.50</b>	
		<b>Total</b>	<b>£174.50</b>

**Clerk's Report**

- There were three maintenance issues which needed attention:
  - There was a leak in the roof at School House, which was caused by a cement fillet coming away from a dormer parapet. This has been repaired and the ceiling of the bedroom will be redecorated in 3 weeks, once it has dried out.
  - There was a leak in the ladies toilets and a broken toilet seat. The leak was repaired and the toilet seat anchor replaced.
  - A piece of floor boarding split. This was replaced with a pre-stained length of floorboard.
- The outside lighting circuit was re-bonded so that all at risk armour is securely bonded to earth.
- Four new flood lights have been installed and tested.
- During September 2019, the Hall was in use for **123** hours with a hire income of **£896**. In September 2018, the respective figures were **132** hours use and income of **£1,062.50**.
- We are currently running a positive cash balance.

**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, sweeping underline that extends to the right.

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

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