

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

Participating:

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

2019.20 November Caretaker Expenses

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

	Link to: Adrian Dale's Service Log	Labour	Mileage	Supplies
VH	Village Hall Caretaker	£114.93		£45.00
VHP	Village Hall Projects			
SH	School House Caretaker	£4.29		£30.00
SHP	School House Projects			
	Sub Totals	£119.22		£75.00
		Total		£194.22

	Link to: Rachael Maywood's Service Log	Labour	Supplies
VH	Village Hall Caretaker	£192.00	
VHP	Village Hall Projects	-	
SH	School House Caretaker	£0.00	
SHP	School House Projects		
	Sub Totals	£192.00	
		Total	£192.00

Clerk's Report

- There were a number of maintenance issues in November:
 - The joints on the parapet around the Village Hall extension have cracked and started to allow water to run down the stonework. This may be as a result of the drilling when I installed the new flood lights. We have asked Gary Hewitt (who built the extension) to re-point them with waterproof mortar. This will happen in December at a cost of £225.00 + VAT for a full day's work.
 - The BlueTooth receiver was left switched off and it ran out of charge mid-ballet session. I was called and restarted it quickly. However, I have now installed a permanently connected USB socket to prevent this problem recurring. I have also installed two USB sockets at the points where the teachers position their devices to allow them to be charged during the session.
 - Some dry rot has appeared on one of the wall panels in the main Hall. This will be replaced over Christmas/New Year.
 - The sensor on the corridor lights is showing an intermittent fault, causing the lights to stay on all night. This has been replaced.

- A large van became bogged down in the car park and had to be jacked up to put matting and gravel under the wheels.
- During November 2019, the Hall was in use for **187** hours with a hire income of **£1,402**. In October 2018, the respective figures were **156** hours use and income of **£1,244**. We are approximately 32 hours down on the same 11 months of 2018 and around £828 down on income. This results from the “free” Parish Council hires and slightly fewer out of Parish parties.
- We are currently running a strongly positive cash balance and barring major issues during December we should see at least a £5,000 increase in reserves over last year.

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
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Melvyn Wooding
 Chairman of the Trustees
 Melrose Cottage
 Caldecott
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