

**Minutes of Electronic Correspondence of the Trustees of the  
Educational Foundation of Abigail Bailey and Ann Levett  
On 23rd December 2019**

**Participating:**

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

**2019.21 November Caretaker Expenses**

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

They have been presented them early to ensure that cheques clear before the end year closing of accounts. Classes have finished and we have only one function left before the end of the year, for which we have made an allowance of £15.00 for cleaning. The Hall will be checked daily over the closure period and I will be replacing some of the paneling in the main Hall. I won't be charging labour costs for that work. My supplies bill is larger than normal as it includes batteries for stock, electrical fittings for replacing the porch light and the whole year of grass cutting equipment hire. I have already reimbursed the Parish Council for the hire costs.

	Link to: <a href="#">Adrian Dale's Service Log</a>	Labour	Supplies
VH	Village Hall Caretaker	£178.11	£255.45
VHP	Village Hall Projects		
SH	School House Caretaker	£4.83	
SHP	School House Projects		
	<b>Sub Totals</b>	<b>£182.94</b>	<b>£255.45</b>
		<b>Total</b>	<b>£438.39</b>

	Link to: <a href="#">Rachael Maywood's Service Log</a>	Labour	Supplies
VH	Village Hall Caretaker	£183.50	
VHP	Village Hall Projects	-	
SH	School House Caretaker	£0.00	
SHP	School House Projects		
	<b>Sub Totals</b>	<b>£183.50</b>	
		<b>Total</b>	<b>£183.50</b>

**Clerk's Report**

- There were a number of maintenance issues in December:
  - Gary Hewitt has not been able to find a dry day to complete the pointing of the parapet around the extension.
  - I have purchased an identical standby BlueTooth receiver for the Hall as it is now a critical point of failure and used several times a week.
  - When replacing the corridor sensor last month, I found some electrical joints which were no longer of regulation standard. I have replaced all of these with maintenance free joints to comply with the 2019 wiring regulations.

- The porch light failed during the election. I have replaced this with a new LED unit with integral PIR. It has an override facility which means that it can be switched on for 4 hours at a time. We would use this in future elections to ensure that the way in is clear.
- The large amount of vehicle traffic during the very rainy election caused major problems. Part of the car park became waterlogged and mud was squeezed up through the matting. This part of the car park has been closed and the mud has been scraped off. We are seeking advice in January on a permanent solution.
- The tenants at School House saw a large rat running across their patio and under the fence to the Village Hall. A trap was set and the rat was quickly caught. There have been no further signs of activity.
- During December 2019, the Hall was in use for **120** hours with a hire income of **£999.50** In December 2018, the respective figures were **97.5** hours use and income of **£783**.
- There is still one function remaining to reconcile but the provisional hire figures for 2019 are **1,772 hours** and **£13,490** hire income. For 2018, the corresponding figures were **1,781 hours** and **£14,112** income. The lower income results from the “free” Parish Council hires and slightly fewer out of Parish parties.
- There are still some payments and bills to come in and be reconciled and so I will announce the year end results once the books have closed.

### 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