

**Minutes of Electronic Correspondence of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
On 1st May 2022**

Participating:

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

2022.22 April Caretaker Expenses

The Clerk presented the April 2022 Caretaker's Service Claims and Clerk's report.

	Link to: Rachael Maywood's Service Log	Labour	Expenses
VH	Village Hall Caretaker	£126.00	£16.29
VHP	Village Hall Projects		
SH	School House Caretaker	£24.00	
SHP	School House Projects		
	Sub Totals	£150.00	£16.29
		Total	£166.29

	Link to: Olivia Duffy's Service Log	Labour	Expenses
VH	Village Hall Caretaker	£101.29	
VHP	Village Hall Projects		
SHP	School House Projects		
	Sub Totals	£101.29	
		Total	£101.29

Clerk's Report:

It has been a challenging month!

Most importantly Rachael suffered a painful foot injury whilst coaching badminton which put her out of action for 2 weeks. Fortunately, I was able to cover her week day shifts and Olivia was around at the weekend, even though she had by then left the Village. Rachael is still wearing a plastic cast boot but has managed to cover my annual holiday with the help of Ray and Janet. Unfortunately, although Olivia had maintained that she could continue to work at weekends until the end of after she had moved, her performance on the first weekend of my holiday was not satisfactory. The clean was substandard and Rachael had to repeat part of it on the Monday. More concerningly, she managed to leave her bunch of keys out in the kitchen where any hirer or their guest could have picked them up. These keys can be used to override all the security systems. This was the second time she had done this. After discussions, Rachael and I decided that she is clearly distracted by her examinations, and the move from the Village. Clearly her heart really isn't in the job. I therefore rang her up and explained that we would no longer be requiring her services because of these incidents. The fees above include 1 week in lieu of notice.

Before leaving for my holiday, I did a leaflet drop of the Village advertising for new caretakers. It was also included in the newsletter. I have only had one response and am meeting them tonight on my return to the Village. If we can't get weekend cover,

then we will need to decline all future weekend bookings. I am rarely in the Village at weekends and Rachael can't work 7 days a week or even every weekend. She's a star but does has a life beyond the Village Hall!

School House

As previously advised, the tenants have moved out of School House necessitating the usual round of inspection, check out and property assessment. The property was left very clean (professionally cleaned) but there was some wear and tear to the paint work and carpets caused by the pets. Charles Orlebar advised that this is normal and the reason that a pet premium is normally charged at a rate of £25.00 per month. We have never done this as our rent is so high. However, the law has now changed to prevent landlords charging for foreseeable wear and tear and hence the premium is now recommended. Furthermore, the property is at the end of its 5 year refurbishment life cycle and so there is no lifetime value left in the carpets or décor that can be claimed against the deposit. Nevertheless, the tenant offered £100.00 towards the stair carpet which had been scratched by her cat. I accepted this even though we will replace all the carpets. Securing a decorator was difficult as all are booked up. I eventually found Colourwise of Higham who had a contract delayed by a week as the builders on a property weren't ready. They started last Wednesday and will be finished by next Friday. Carpets are being fitted the following week. During check out, Catherine found that she was missing one of the high security front door keys and offered to pay for another if she couldn't find it. When I studied the key bunch she returned, I found that there were two freshly cut back door keys from Timpsons and one original from Raunds Hardware. I suspect that The tenant or, more likely, her teenage daughter lost a bunch of keys. They can't have a high security key cut without the proof of ownership, but were able to replace the back door keys. She offered to pay for a replacement high security key and I charged her £35.00 for this. In the process, I discovered that Ultion (the high security lock company) had an offer which allowed the back door lock to be replaced so that it matched the front door, meaning that only one key was needed for the whole property. I have taken up this offer and withdrawn all the back door keys. I have ground off the key codes from all the keys to be handed to tenants so that there is no chance that they can get a fresh one cut. We have had a cluster fly problem in one living room for the last couple of years. I have now traced this to a tiny crack in the fireplace, through which flies were coming from the chimney. I have sealed this and will find out next week whether I have been successful. We have had two enquiries about the property before marketing begins in earnest next week. I have not managed to get hold of the scaffolding company during the last month. I have given them an ultimatum and will be seeking other contractors if they don't respond this week.

Village Hall

There have some maintenance issues this month:

- Rachael has found more mice and has set traps in the old store cupboard as well as the ceiling
- The rear door sensor has failed and has been replaced with Mike Maywood's help
- I had the surveyor and structural engineer in during the month. The scaffolding I borrowed and hired was no use as it wasn't stable hard up against the wall. We took some measurements but I now need to look for an alternative safe way of reaching the ceiling.

Hall usage:

Month	Hours	Hire Income
January 2022	72	£583.00
February 2022	129	£1,028.00
March 2022	133	£1,070.00
April 2022	170	£1,381.00

The Hall was use for 170 hours in April. Income for the month was £1,381 – this is an excellent level of usage, especially as we lost 3 weeks of the Ballet Academy over easter. This was replaced by 2 gaming weekends and an all day music workshop. This does underline how important weekends can be and why we will be in trouble if we can't find caretaker cover.

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



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