

**Minutes of Electronic Correspondence of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
On 1st February 2024**

Participating:

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

2024.8 January

The Clerk presented the January Caretakers' Service Claims and Clerk's report.

	Link to: Rachael Maywood's Service Log	Labour	Expenses
VH	Village Hall Caretaker	£128.15	£23.33
VHP	Village Hall Projects		
SH	School House Caretaker		
SHP	School House Projects		
	Sub Totals	£128.15	£23.33
		Total	£151.48

	Link to: Maxine Routledge's Service Log	Labour	Expenses
VH	Village Hall Caretaker	£102.29	
	Sub Totals	£102.29	
		Total	£102.29

	Link to: Joe Routledge's Service Log	Labour	Expenses
VH	Village Hall Caretaker	£52.66	
VHP	Village Hall Projects		
	Sub Totals	£52.66	
		Total	£52.66

Clerk's Report:

This has been a busy month! For the record all my actions are recorded below:

Educational Foundation Business

1. The Reverend Louise Bishop has been successfully installed as a Trustee, her fourth such appointment in the combined benefice. She is now even busier!
2. The Annual Report and Accounts have been accepted by the Charity Commission. I am delighted to report that we now have an unblemished 13-year record of "on time" submissions. In 2010, the charity was in default as it had failed to submit its accounts for 3-years in a row. This lapse is now completely expunged from our records, and future grant funders will recognise that we are a well governed charity.
3. That being said, we have identified the problem with the Land Registry listing for the car park and paddock. We had not realised that the correctly executed 2017 order vesting the land with the Official Custodian for Charities needed to be followed through with a formal conveyance of the said land to the Official Custodian. I have had quotes of over £500 to do the work, but after discussions with the Land Registry advice line, I have taken a DIY approach. The complication was that the land was registered as being "owned" by Arthur Edward Wright (Church

Warden and Trustee) and Pieter William Mommersteeg (Chair of the Trustees).

Pieter died in March 2023. I have done the following to correct the problem:

- a. Had copies of the Vesting Order and Pieter Mommersteeg's death certificate certified by Helen Challinor as a Civil Servant authorised to certify such documents.
- b. Created a transfer deed (TR1) in the name of the surviving proprietor, Arthur Edward Wright, which conveys the land to the Official Custodian of Charities.
- c. This was executed as a deed by two Trustees for and on behalf of you all. I chose Arthur Edward Wright and Raymond George Dyer to execute the deed as I needed to prove their identity.
- d. Without paying solicitors, a limited group of people can validate the identity of parties to a TR1. One of these is a serving Officer of HM Armed Forces. My eldest, Jonny, is such a character (A Major in the Royal Signals) who has known Ray and Arthur for well over 10 years. We've held brief video conferences today and exchanged passport details to create the chain of evidence to validate identities.
- e. Ray and Arthur have signed the deed and Jonny has authorised me to affix his facsimile signature to the ID checks. I have had to take video snap shots of the ID verification meeting. These will be printed over the weekend and submitted to the Land Registry with the £45.00 fee on Monday.

Village Hall

1. Rachael has dealt with 2 mice this month. One was in the "mouse" cupboard, and one was above the corridor.
2. We have a flat tyre on the tractor which will require Rachael to clear out the shed to pump up before she can reverse it out.
3. We had our first fluorescent tube blow in many years in the corridor. We were able to buy 5 replacement tubes before the ban on manufacturing came into effect on 23rd January 2024.
4. The external lighting repair/refurbishment project is underway as per the property strategy. I have installed a commercial grade replacement flood light on the car park side of the extension, and ordered the LEDstrips to repair the car park lights. These were delivered today.
5. We had two heating related incidents:
 - a. The Ballet Academy tutor left the heaters on in the main Hall when she was rushing to leave after class as her daughter was ill. Unfortunately, Joe didn't notice this when he came in later to close down as the thermostats had kicked in and temporarily turned off the heaters. Of course the heaters came back on when he left and the room got colder. As a result, the heating was on all night and wasn't spotted until Rachael went in next morning. It's the first time in 9 years of the Ballet Academy that this has happened. We have taken nearly £50,000 of hire fees from her, so I decided not to bill her for the £20.00 cost (but I did let her know – and she was mortified!) . In reality she would only have been liable for the hour after she left until Joe went in. Joe can't be blamed either as the heaters were off when he went in (because of the thermostat). However, now the processes involve a check to see that the heater switches are off.
 - b. The Ballet Academy Principal left the rear corridor doors open for ventilation purposes on a particularly cold but humid day. By the time her third class started, the whole of the corridor was sopping wet with condensation on the walls, floors and ceilings. It was slippery and dangerous.

The hot air generated in the classes hit the cool surfaces in the corridor and immediately condensed. She won't now be leaving the rear doors open!

6. The rabbits have made more progress and now occupy 20% of the paddock.
7. Maxine found rubble and dust on the dance mat one morning, which had come from the holes in the ceiling. These holes will be repaired in our April shutdown.
8. There is more cracking of the plaster on the wall leading to the corridor. I have requested a quote to repair from Ashley Thurlow.

School House:

No issues

Hall usage:

January's usage was 97 hours, well up on 2023 as the ballet academy principal was catching up with her cancelled December classes.

Month	2024 Hours	2024 Hire Income	2023 Hours	2023 Hire Income	Reason for difference between 2024 and 2023
January	97	£1,278	87	£1,031	Extra catch up sessions from Ballet Academy
February			112	£1,561	
March			115	£1,501	
April			87	£1,271	
May			113	£1,422	
June			112	£1,533	
July			62	£823	
August			36	£531	
September			115	£1,250	
October			75	£959	
November			114	£1,416	
December			51	£746	
Totals	97	£1,278	1,079	£14,048	

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



Adrian Dale (Clerk)



Melvyn Wooding (Chair)