

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

Participating:

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

2024.18 September

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

Expense Category	Link to: Maxine Routledge's Service Log	Cost
VH Caretaker	Village Hall Caretaker Fees	£87.70
SH Caretaker	School House Caretaker Fees	£13.37
	Total	£101.07

Expense Category	Link to: Joe Routledge's Service Log	Cost
VH Caretaker	Village Hall Caretaker Fees	£107.18
	Total	£107.18

Expense Category	Link to: Jodie Keeble's Service Log	Cost
VH Caretaker	Village Hall Caretaker Fees	£99.75
	Sub Totals	£99.75

Clerk's Report:

Village Hall

1. The ceiling repairs and redecorating were finished on time by Alistair Mead.
2. We are transitioning to our new arrangements with Maxine Routledge taking over from Rachael Maywood. This month Maxine has been getting acquainted with the additional Head Caretaker duties, such as managing supplies, organising the rota and handling access codes. Over the next month, she'll be taking over the management of assistant caretaker timesheets and we'll be planning the new software requirements for 2025. This month I have made a general allowance for background administration that she's been doing (checking the email several times a day, reorganising the rota etc). During October (starting next week), there will be a minimum payment of 30 mins a day as these duties ramp up.
3. We had a baby hedgehog move into the porch during the Parish Council Working Party meeting. Welders gloves were needed to move it next morning when Maxine discovered it!

4. We had two fluorescent tubes fail this month, only the fourth since I took over in 2010. These are no longer available for purchase but I bought a stock of 8 before the European ban came into force last year.
5. Two ceiling mounted sensors failed. I have moved over to a new model which is significantly cheaper and will monitor how long these last.
6. A weld failed on the ballet barres. Our maintenance contractor was able to weld this for us and repaint the barres at no cost.
7. The hopper taking rainwater from the roof blocked with leaves during the storms last week and had to be cleared.
8. The external porch door is now looking very worn and the filler on the weather board has failed. It hasn't been painted for 8 years. Alastair Mead is scheduled to refurbish the door during the half-term break at the end of October.
9. Some of the plaster on the wall from the corridor into the Hall has blown and a piece fell down. I did a temporary repair with filler, but a long term solution is needed. The problem is that the cement and gypsum render is reacting with the underlying limestone wall. Ideally lime rendering is required. However, this would be a messy job and would take months to dry out properly before decoration was possible. Instead we are going to over clad the wall with 6mm MDF bonded to the surface to stabilise it Mouldings will cover all joints and then it can be primed and painted immediately. If Alastair has time between door paint coats, he will do this during half term. If not, the job will be done during the Christmas shut down.

School House:

1. Nothing to report

Grounds Maintenance

1. The traction cable on the push mower failed. This was replaced by our contractor.
2. The new gate in the School House fence is proving very useful, reducing the time taken to cut.
3. The Russian vine has been cut back on both sides of the fence.

Foundation:

The application to register the new Charitable Incorporated Organisation has now been submitted to the Charity Commission.

Hall usage:

September's usage was 128 hours, up on 2023 because of a gaming weekend. By the end of Q3 we are nearly 50 hours ahead of the corresponding position in 2023.

Month	2024 Hours	2024 Hire Income	2023 Hours	2023 Hire Income	Reason for difference between 2024 and 2023
January	97.5	£1,278	87	£1,031	Extra catch up sessions from Ballet Academy
February	129.6	£1,527	112	£1,561	Election hire
March	104.6	£1,320	115	£1,501	Early Easter
April	58.8	£780	87	£1,271	Planned Hall closure (cancelled but not recovered)
May	143.3	£1,768	113	£1,422	Gaming weekend and christening
June	98.0	£1,310	112	£1,533	
July	108.4	£1,646	62	£823	
August	25.9	£360	36	£531	
September	128.2	£1,386	115	£1,250	
October			75	£959	
November			114	£1,416	
December			51	£746	
Totals	893.2	£11,367	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)