

**Minutes of Electronic Correspondence of the Trustees of the  
Educational Foundation of Abigail Bailey and Ann Levett  
On 1<sup>st</sup> November 2024**

**Participating:**

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

**2024.19 October**

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

<b>Expense Category</b>	<b>Link to: <a href="#">Maxine Routledge's Service Log</a></b>	<b>Cost</b>
VH Caretaker	Village Hall Manager Fees	£446.40
VH Supplies	Cleaning materials & First Aid items	£8.94
	<b>Total</b>	<b>£455.34</b>

<b>Expense Category</b>	<b>Link to: <a href="#">Joe Routledge's Service Log</a></b>	<b>Cost</b>
VH Caretaker	Village Hall Caretaker Fees	£45.80
	<b>Total</b>	<b>£45.80</b>

<b>Expense Category</b>	<b>Link to: <a href="#">Jodie Keeble's Service Log</a></b>	<b>Cost</b>
VH Caretaker	Village Hall Caretaker Fees	£112.83
	<b>Sub Totals</b>	<b>£112.83</b>

**Clerk's Report:**

Village Hall

1. We closed the Hall for Monday-Thursday of this week for half-term maintenance. Alastair Mead has refurbished the porch door and has clad the end wall of the corridor to cover up the blown plaster. Redecorating was completed last night ready for the Hallowe'en event today.
2. I've completed the portable appliance testing and started preparation work for replacing one of the water heaters which is leaking. I'm struggling to get a plumber to come in to replace the taps as our regular plumber has retired.
3. Another of the original roof floodlights failed for a second time and so I have installed a model that I have had on test since February as part of the property project V2. Another car park emergency light failed, and I have replaced this with a new one from stock.
4. We have moved more quickly than planned to Maxine taking on Village Hall Manager duties. We have been able to hold several extended training sessions during the afternoon once she has finished work in Raunds. She has also covered some of Joe's

and Jodie's shifts. Maxine now has a Village Hall Manager lap top and will be taking on the daily timesheet management process from today, something I normally do each day. As a result, I have allowed 1 hour a day averaged over the month for the October fees rather than the 30mins I had planned for October. 1 hour a day will now be her base hours which will cover the following:

- a. Managing the caretakers (rota, timesheets, standards checks)
  - b. Managing supplies purchasing as needed.
  - c. Monthly safety checks
  - d. Programming the security system
  - e. Checking the email accounts each day
  - f. Discussing and vetting new bookings (as we did with the Hallowe'en event.
  - g. Watching the training videos I am preparing for each of the functions I undertake.
5. Yesterday Maxine and I attended an online demonstration of "Hall Master" which is the leading Village Hall booking system. She'd shown me the Saxon Hall Raunds system on Monday which is part of "Rialtas", the Town Council accounting system. We were both very impressed with Hall Master. It is intuitive and flexible. It is much easier to than Rialtas and has better functionality than the home grown system that Janet uses. We are going to start a 90 day free trial during November to confirm the practicality. The price is less than £1.00 per day. Online reviews are excellent.
6. I have been investigating online accounting systems but feel that the ones on offer may be too complex for our needs. I am going to stall on this until I am clear what we do about Payroll.

#### School House:

1. Nothing to report

#### Grounds Maintenance

1. The rabbit infestation is getting worse, a plan is needed for next spring.
2. The moss on the front courtyard is in the process of being removed.

#### Foundation:

1. The Charity Commission responded to our application today, apologising the delay. They have suggested that more information may be needed to support our application but won't be able to tell us what for 30 days!
2. As expected, the Village Hall will begin to show an operating deficit from this quarter onwards, reflecting the increased staff costs, new IT equipment, and higher than projected maintenance costs.
3. This will be offset by the School House operating surplus which currently stands at £7,700

**Hall usage:**

October's usage was 79.8 hours, up on 2024 in spite of the Council meeting being cancelled and the Hall being closed because the Ballet Academy had 5 extra sessions in comparison to 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	79.8	£976	75	£959	
November			114	£1,416	
December			51	£746	
<b>Totals</b>	<b>973.0</b>	<b>£12,344</b>	<b>1,079</b>	<b>£14,048</b>	

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



Adrian Dale (Clerk)



Melvyn Wooding (Chair)