

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

**Participating:**

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

**2024.20 November**

The Clerk presented the November 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 Manager	Village Hall Manager Fees	£236.92
VH Caretaker	Village Hall Caretaker Fees	£106.52
VH Supplies	Cleaning materials & First Aid items	£30.79
	<b>Total</b>	<b>£374.23</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	£146.13
	<b>Total</b>	<b>£146.13</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	£68.75
	<b>Sub Totals</b>	<b>£68.75</b>

**Clerk's Report:**

Village Hall

1. We've had a quote for £630 + VAT + materials to install 8 new push button taps in the toilets. This feels high and I'll be looking for alternatives. It is probably a 2 man day job.
2. There are some signs that cluster flies are still in the roof, but there is not much we can do about this at the moment.
3. The projector failed during Allen Freeman's wake. Unfortunately it is now beyond its end of life and manufacturers parts are not available. I have engaged DSAV Ltd (who did our sound system) to help specify and install a replacement. I will be applying to the Wind Farm Trust for a grant. Mark and I are working on this together. Lloyd Wardall has offered to try to repair the old one as a back up if he can find generic parts. He won't charge for this, but obviously won't guarantee the result.

### School House:

1. Nothing to report

### Grounds Maintenance

1. Nothing to report

### Foundation:

1. Maxine's training continues well. For this month's report, we have distinguished between caretaker and management tasks. We are allowing a minimum of 30 mins a day to handle the inbox and to manage the caretaker rota. On top of this are viewings, venue inspections, supplies management, reporting and training. Each month, Maxine is taking over another one of my jobs.
2. We have now signed up to the new Village Hall Booking System – Hallmaster for approximately £1.00 a day. This allows potential hirers to view the bookings calendar live and to make prospective reservations. Maxine and I are working on its configuration and testing. Mark has signed up with the first customer account and has successfully booked all the Council meetings for next year. Maxine is handling all the meetings and correspondence for 2025 bookings and is entering these into the system. Janet continues to handle the 2024 bookings and the day to day accounting.
3. I haven't signed up for an accounting system yet as they all seem ridiculously complex and relatively expensive. We do around 60 transactions a month and it may be that a spreadsheet is sufficient.
4. My mobile number has been associated with the Village Hall for 15 years and is well publicised on the internet. I get calls at all times of day and night (even on Christmas Day). This is not sustainable. We are exploring options to move to an internet based automated switchboard which can route an 01933 number to various private mobiles.

### **Hall usage:**

November's usage was 116 hours, roughly the same as 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	116.0	£1,575	114	£1,416	
December			51	£746	
<b>Totals</b>	<b>1,089</b>	<b>£13,919</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.

A handwritten signature in black ink, appearing to read 'ADRIAN DALE'. The signature is stylized and includes a long horizontal stroke at the bottom. There is a faint watermark 'Electronic Sign' overlaid on the signature.

Adrian Dale (Clerk)

A handwritten signature in black ink, appearing to read 'MELVYN WOODING'. The signature is stylized and includes a long horizontal stroke at the bottom.

Melvyn Wooding (Chair)