

**Minutes of Electronic Correspondence of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
On 24th December 2024**

Participating:

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

2024.21 December

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

Expense Category	Link to: Maxine Routledge's Service Log	Cost
VH Manager	Village Hall Manager Fees	£258.63
VH Caretaker	Village Hall Caretaker Fees	£42.55
VH Supplies	Nothing purchased	£0.00
	Total	£301.18

Expense Category	Link to: Joe Routledge's Service Log	Cost
VH Caretaker	Village Hall Caretaker Fees	£38.88
	Total	£38.88

Expense Category	Link to: Jodie Keeble's Service Log	Cost
VH Caretaker	Village Hall Caretaker Fees	£63.94
	Sub Totals	£63.94

Clerk's Report:

Village Hall

1. Lloyd Wardall from the Woodlands managed to repair the ceiling projector. It was overheating because of a clogged fan, shutting down as soon as it was turned on. His team managed to service the fan and free the mechanism. It is noisier than previously but works. However, it is clear that we are on borrowed time and are working with DSAV Ltd to specify a new setup.
2. We have 2 new classes starting in 2025, a dog trainer and Tai Chi workshops.
3. Our assistant caretaker Jodie has resigned. We will assess options for replacing her in the New Year.

School House:

1. The internal handle of the back door snapped yesterday. I took the opportunity to get the tenant to report this through the agent's system. He has instructed Rutherfords of Wellingborough to investigate and repair.

Grounds Maintenance

1. Nothing to report

Foundation:

1. Maxine's training continues well. We have now gone live with the new Hallmaster system and enabled accounts for our regulars. Bookings are now starting to come in on the new system. We have also issued our first 2025 invoice.
2. We have now gone live with a new phone number 01933 423 243.
3. I have modified and simplified the current accounts spreadsheet to be used during 2025 whilst we assess the need for an accounting package.
4. We have 3 2024 invoices outstanding and are hopeful that these will be paid on time before the New Year. We have 4 payments to make. Once these are done, Janet will hand over 2024's records to me so that I can complete the year end processing.
5. The new CIO is now in existence and should show up on the register of charities today. My plan is to create a **Vesting Order** on 1st January 2025 once the accounts have been finalised. This order will show the assets to be transferred to the new CIO and the contracts to be novated. I will then seek e-mail assent from the existing trustees to put this order into effect. It will be formally signed on 29th January 2025 at the Annual Meeting. This means that I will not need to create any further accounts for the existing Foundation.

Hall usage:

December's usage was 53 hours, roughly the same as 2023. Overall the year ended nearly 64 hours up on 2023 with hire charges coming in at **£14,651**, £651 over budget. This is a good result.

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	All day 80 th birthday in 2023 and WI
July	108.4	£1,646	62	£823	Poling station, 5 parties, corporate booking.
August	25.9	£360	36	£531	Hall closure for 2 weeks of maintenance
September	128.2	£1,386	115	£1,250	Gaming weekend in 2024
October	79.8	£976	75	£959	One extra party in 2024
November	116.0	£1,575	114	£1,416	All day 80 th birthday in 2023 and WI
December	53.7	732.50	51	£746	Poling station, 5 parties, corporate booking.
Totals	1,142	£14,651	1,079	£14,048	

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 or text '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)