

**Minutes of Electronic Correspondence of the Trustees of the
Michael and Christine Foulger Charitable Trust
3rd-4th December 2017**

Participating:

Mark Hunter, Martin Emerson, Gillian Jeffcoat, John Elldred

2017.34 Approval of Duchy Close Maintenance Log and Charges November 2017

The Clerk presented the [maintenance log](#) for November 2017. The tenants moved in on 20th October and the majority of the work was snagging (7 hours). Routine garden maintenance was 4.5 hours. The tenants are now entirely happy with the property and we are now into care and maintenance.

Labour (hours: minutes)	11:30
Mileage (miles)	15.60
Labour Charges (£10/hour)	£115.00
Equipment Hire	£4.79
Mileage Charges (@40p/mile)	£6.24
Supplies	£173.31
Total Charge	£299.34

The Trustees unanimously **RESOLVED** by email to accept these charges and authorised the Clerk to raise a cheque for approval.



Adrian Dale
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Mark Hunter
Chairman of the Trustees
Ashbury
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