

**Minutes of the First Meeting of the Directors of the
Educational Foundation of Bailey and Levett CIO
Monday 27th January 2025**

Present:

Directors: Andy Cuthbert, Mark Hunter, Carol Parsons, Andrew Seaman and Peter Smith.

Officers: Adrian Dale (Clerk) and Maxine Routledge (Village Hall Manager).

2025.01 To handover of the 1968-2010 minute book and decision on printing / binding of the 2025 minutes.

Adrian Dale handed over the 1968-2010 minute book of the *Educational Foundation of Abigail Bailey and Ann Levett* to Mark Hunter for deposit at the Northamptonshire Records Office (NRO).

Adrian Dale explained the 2010-2025 meeting minutes of the *Educational Foundation of Abigail Bailey and Ann Levett* were available online, but should they be printed, bound and deposited?

The directors **RESOLVED** to approve Adrian Dale printing / binding of the 2010-2025 minutes and to hand them over to Mark Hunter for deposit at the NRO.

2025.02 To agree the Director portfolios

Mark Hunter advised the draft roles and responsibilities had been circulated prior to the meeting.

Role	Responsibilities	Candidate
Finance & Governance Director	Point of Contact (PoC) for the Charity Commission, Banks / Finance institutes. Responsible for the production of the CIO Minutes, Accounts, provision of legal advice, and maintenance of the website.	Mark Hunter
Tenants & Employment Director	PoC for the Letting Agents, HMRC, payroll, etc., for staff. The Landlord for the School House tenants, Delegated approval (within budget) for School House expenditure and staff payroll.	Andy Cuthbert
Maintenance Director	PoC for the maintenance contractor. Delegated approval (within budget) for maintenance expenditure for goods and services.	Peter Smith
Operations Director	PoC for the Village Hall Manager. The Duty Holder for the Village Hall. Delegated approval (within budget) for Village Hall expenditure.	Carol Parsons
Projects Director	Provision of the Medium Term (2-5 years) and Long Term (5+ years) Plans (in consultation with the other Directors), and external funding applications.	Andrew Seaman

The directors **RESOLVED** to approve the roles and responsibilities as above.

2025.03 To agree the Managing Document.

Mark Hunter advised the draft Managing Document of the *Educational Foundation of Bailey and Levett CIO* had been circulated prior to the meeting. In response to feedback received, MD4.2 (notice of meetings) had been increased from 3 to 7 days.

The directors **RESOLVED** to approve the amended Managing Document and signed it at the meeting.

2025.04 To agree that the existing EF policy documents will apply to the CIO until replaced.

Adrian Dale explained that he had rationalised the policy documents of the *Educational Foundation of Abigail Bailey and Ann Levett*, and those remaining should continue in force for the *Educational Foundation of Bailey and Levett CIO* until such time as new policy documents were adopted by the Directors.

The directors **RESOLVED** to approve the existing policy documents should continue in force for the *Educational Foundation of Bailey and Levett CIO*.

2025.05 To agree Adrian Dale continues as the transitional Clerk until retirement in June.

The directors **RESOLVED** to approve Adrian Dale continues as the transitional Clerk of the *Educational Foundation of Bailey and Levett CIO* until he retires.

2025.06 To agree the appointment of Maxine Routledge as the Village Hall Manager (as an employee).

Adrian Dale explained he was working through a draft employment contract with Andy Cuthbert. The intention was to link the Village Hall Manager role on a salary at or above the Local Government Association (LGA) Spinal Column Point (SCP) 10. This would provide some certainty to employees of future pay increments, being tied to a national scale, rather than having to independently agree pay uplifts in future years.

The directors **RESOLVED** to approve the employment of Maxine Routledge as the Village Hall Manger, at a salary of not less than SCP 10 and to issue a contract of employment once finalised.

2025.07 To agree the appointment of Janet McMillan as the Finance Officer (as a volunteer).

Adrian Dale explained he was delighted that Janet McMillan had offered to continue as the Finance Officer, as she provided essential checks and balances to the present accounting system.

The directors **RESOLVED** to approve Janet McMillian as the Finance Officer on a voluntary basis.

2025.08 To agree the current contractors continue (novating contracts).

Adrian Dale listed the existing contracts proposed to be continued.

The directors **RESOLVED** to novate the contracts of the *Educational Foundation of Abigail Bailey and Ann Levett* to the *Educational Foundation of Bailey and Levett CIO*.

2025.09 To agree the CIO's representative to the Foulger Trust.

Mark Hunter explained that the Parish Council had considered the issue of possible conflict of interests within the various grant awarding charities in the parish at its September meeting.

Accordingly Carol Parsons was stepping down as the Parish Council representative to the *Michael and Christine Foulger Charitable Trust*, and it had been agreed that the

new *Educational Foundation of Bailey and Levett CIO* representative to the *Michael and Christine Foulger Charitable Trust* would not be a serving director.

As Melvyn Wooding has a long association with the Village Hall and served as the *Educational Foundation of Abigail Bailey and Ann Levett* representative, so it seemed appropriate for him to continue as the *Educational Foundation of Bailey and Levett CIO* representative.

The directors **RESOLVED** to invite Melvyn Wooding to be the *Educational Foundation of Bailey and Levett CIO* representative to the *Michael and Christine Foulger Charitable Trust*.

2025.10 To agree transitional banking arrangements

Adrian Dale explained the current banking arrangements with UTB (current account), Redwood (35 day notice savings account) and PayPal (hire and payments account).

In response to a question from Andy Cuthbert, Adrian Dale explained the PayPal account provided flexibility to refund hirers' security deposits, etc., without the data protection issues of having to hold their bank details.

The directors **RESOLVED** to add the directors to the UTB account, to close the Redwood account (moving the funds back to UTB), and to transfer the PayPal account to Mark Hunter. Adrian Dale's PayPal card to be terminated and a new UTB Multipay card set up for Maxine Routledge.

2025.11 Other matters the directors wished to raise.

Mark Hunter explained he had led this meeting with Adrian Dale as there were certain legal and governance matters that needed to be completed. Future meetings would be chaired by Andrew Seaman, as Chair of the Board of Directors.

It was suggested there should be a meeting in February, once Adrian Dale had an opportunity to work up a budget for 2025.

The next meeting would also consider the rear paddock improvement works and the funding thereof.

Individual directors would be contacted by Adrian Dale to bring them up to speed on their respective portfolio items.

Andrew Seaman
Chair of the Board of Directors
Rosemoor
Raunds Road
Chelveston
NN9 6AB