

**Minutes of the Second Meeting of the Directors of the
Educational Foundation of Bailey and Levett CIO
Monday 24th February 2025**

Present:

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

Officer: Adrian Dale (Clerk)

2025. 12 Welcome and apologies

The Chair welcomed everyone to the meeting and conveyed apologies from Mark Hunter (holiday).

The directors **RESOLVED** to accept this apology.

2025. 13 Approval of the Minutes of the CIO meeting held on 27th January 2025

No amendments were requested.

The directors **RESOLVED** to approve the minutes for publication.

2025. 14 Director's Reports

Mark Hunter:

I attended a virtual meeting with Andy and Charles Orlebar ref the School House tenancy. Andy will cover this in more detail.

Looking into the UTB account, several items of information regarding the key contact are missing, so I have submitted an update (signed by Melvyn & Ray) to add my details to correct this.

I have also submitted a mandate update (signed by Melvyn & Adrian) to add Andrew and Andy to the account in the first instance.

Once these have gone through, I propose to submit a further mandate update to remove Arthur, Melvyn and Ray from the account. I recommend retaining Adrian's access until he leaves.

Again, once these have gone through, I will submit the Multipay card application. Until then Adrian & I believe it is sensible to keep the existing PayPal card running.

I have received one application from the Newsletter advert for assistance caretakers and forwarded this to Andy and Maxine. However, Andy has identified he may be a US citizen, which will cause issues with Right to Work.

Andrew Seaman:

I have been working on the 2023 property strategy, revising its format and preparing options for discussion at a future meeting.

Andy Cuthbert:

I attended the meeting with Charles Orlebar. Charles explained some of the changes that are expected to come into play in May following legislative changes. There is a lot to absorb. I've also been getting to grips with the agent's reporting tools.

On Saturday 1st March 2025 I am going to watch the payroll process so that I understand it.

Pete Smith:

I met with Karl Goodman (Grounds contractor) and reviewed the issues in the paddock. We'll cover these later.

Carol Parsons:

Nothing much to report as yet. I have been watching developments and have been in touch with Maxine to discuss the problems with a party last weekend.

2025. 15 Clerk's report

January was an excellent month for bookings and February is shaping up to be very good, even allowing for the one week half term. Regular clients are all now using the Hallmaster system.

We are getting a steady flow of requests for private parties. Given the problems experienced over the years we are sticking with the policy that we don't host weddings, and don't host birthday parties where the celebrant is aged from 10-80.

Last week's issues were caused by 10 years olds attending what was supposed to be a day-time 40th birthday event for young families. The adults were clearly pre-occupied (lots of empty bottles) and were not supervising the pre-adolescent kids.

Maxine is very close to securing the first regular booking that she has managed from the beginning. We are hoping to have a weekly day time Weight Watchers session.

2025. 16 Budget for 2025

The Clerk presented a [draft budget](#) for 2025. Key assumptions were:

Village Hall

- Village Hall income would be £16,000 - £1,500 per month on average with lower figures for the holiday months of April, May, August and December.
- Maxine will bill around 0.75hrs a day on Village Hall Manager duty
- Other Village Hall caretaking and grounds maintenance costs will be in line with last year.
- Routine maintenance (including sewage system maintenance) will be less than £100/month.
- Supplies will be less than £50/month.
- Salaries will increase in April by around 6%.

An operating deficit of around **£1,500** is projected, in line with expectations

School House

- The current tenancy agreement ends on 7th July 2025 and may not be renewed. Therefore, we need to budget for just 9 months of rental income and management fees, and routine tenancy change costs of around £1,800.
- Additional expenditure on major refurbishments (e.g. window replacement) has not been included.

An operating surplus of **£3,750** is projected.

Project work

- We expect to replace the projector and make a grant application for 75% of the costs. Around £1,200-£1,800 will be needed,
- The paddock rabbit problem needs resolving, costs awaited and not included in the budget.

Delegated authorities

Maxine: Can spend £50/month on supplies supported by receipts shared with Janet. Annual budget £600.

Carol: Can authorise replacement equipment purchases up to £150. Annual budget of £500.

Pete: Can authorise VH maintenance jobs up to the value of £150. Annual budget of £700. (Excludes pre-contracted routine maintenance)

Andy: Can authorise SH maintenance jobs up to the value of £150. Annual budget of £700. (Excludes pre-contracted routine maintenance)

The directors **RESOLVED** to approve the proposed budget and delegated authorities.

2025. 17 Approval to open a UTB Deposit account

Mark had pre-circulated a proposal to open an interest bearing deposit account with Unity Trust Bank. Janet would have authority to move monies from the current account to the deposit account at will to suit operational needs.

Initially a balance of £10,000 would be retained in the current account to allow expected bills to be paid (monthly direct debits, wages, known expenditure such as the new projector). She would monitor the current account levels and gradually reduce the working balance to achieve the optimum level of available funds. At later date, a new investment account would be opened to hold reserves.

Andy commented that £10,000 was probably too high as a float. Adrian agreed, but ... this account is the source of funds for the PayPal charge card which is used for emergency purchases. It was also the account we used to fund emergency scaffolding for the Village Hall and School House incidents. Once we are satisfied that transfers from the current account can happen in a timely manner, which includes Janet's availability, then we can reduce it.

The directors **RESOLVED** to approve opening of a UTB deposit account and to delegate authority to Janet to manage the movement of monies between the UTB accounts.

2025. 18 Employment of the existing Assistant Caretaker(s)

We currently have only one Assistant Caretaker, Joe Routledge, Maxine's son. He has worked with us for over 1 year. He is a 6th form student but has full responsibility for the Village Hall whilst on duty. He is therefore paid a full adult wage, currently pegged at a 5% premium to the National Living Wage - **£11.44/hr** uplifted to **£12.00/hr**.

Originally this role was linked to the local government spinal column point SCP1. However, this point was abolished in the 2024/2025 pay award.

Mark has proposed that we should peg the role to SCP2 in future so that both the Village Hall Manager and Assistant Caretakers are governed by the same pay scale. For 2024/2025, this would be equivalent to a rate of **£12.26/hr** – a 2% uplift. Carol pointed out that this was an increase of around **£50/annum** based on historical expenditure.

All directors agreed that this was a sensible simplification.

We are at risk of having no caretaker cover during Maxine's annual leave, as her son will probably be away with her. It is also possible that he will leave us when his studies are completed.

Only one applicant resulted from the recent newsletter article.

The directors **RESOLVED** to approve the appointment of Joe Routledge as the second employee of the Foundation and to tie his remuneration to SCP2 from April 2025.

2025. 19 Rear paddock works

Pete has inspected the paddock and confirmed that the rabbit infestation is advancing. Whilst pest control measures can be implemented, they will only be a short term solution.

Pete recommends buried rabbit fencing along two of the boundaries. He will measure up and get quotes.

Funding options were discussed. Adrian explained that remedial works are not usually eligible for grant funding. After all it is the duty of the directors to spend surplus income on the maintenance of the property. The previous project proposal had incorporated a development programme for the paddock which would have been eligible for grant funding.

The quotes will be considered at the next meeting.

2025. 20 Works required in the event of a School House tenancy change

The current tenancy ends on 7th July 2025. If the tenant doesn't renew, we will need a new Environmental Performance Certificate (EPC). Currently the property is EPC level E. The forthcoming legislation may specify a minimum EPC level of C. Achieving this will be difficult.

One suggestion in the property strategy is an upgrade to triple glazing. The windows are 40 years old and do need replacing anyway.

Andy pointed out that triple glazing may not be sufficient to get the necessary EPC points.

Solar panels and heat pumps were discussed but neither are felt to be practical.

It was agreed that we need professional advice from Orlebar once the new regulations have been published, prior to the possible tenancy change.

2025. 21 Educational grant application

A grant application has been received from the parent of a village youth that has the opportunity of a lifetime to attend a summer martial arts camp in Thailand.

1. This application is a long way from the spirit of the original educational grant schemes, which was focussed on providing bursaries for locally brought up children to progress to sixth form or FE institutions in nearby towns.
2. Pieter Mommersteeg (previous Chairman) strengthened this to specify that the young people should be enrolled on a vocational course which would lead to a practical qualification that would give them the basis for earning their way in life. The bursaries were intended to support travel to college, PPE or basic start up tools.
3. The intention was further that the young person should make their own application and attend an interview with two Trustees (now Directors) to show they were serious and mature enough. They then had to work hard to do well enough at school to be accepted on the course.
4. This is definitely the trip of a lifetime for the young lad. However, it is difficult to see that parish charitable funds should be used to support this aspiration. Even a modest contribution would make a big dent in the nominal reserves held by the previous charity.
5. The current reserve for educational grants of £3,000 represents the gross margin on 941 hours of hire (accounting for insurance, routine maintenance, utilities, caretaker services, supplies etc, but excluding management costs and project work. Given that last year we only had 1,142 hours of hire, we are effectively giving away the majority of the gross of operating margin.
6. The new charitable trusts of the CIO do not oblige the directors to make educational grants to individuals.

Whilst the Trustees applauded the aspirations of the applicant, it was **RESOLVED** that this application could not be supported.

2025. 22 Any other business

Andrew suggested that the Directors' roles need further definition e.g. What is the role of the duty holder of the Village Hall, what is the role of the Chair.

The next meeting of the CIO was proposed to be on Monday 24th March 2025 at 19:30.