

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

**Present:**

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

**2025. 23 Welcome and apologies**

The Chair welcomed everyone to the meeting and conveyed apologies from Adrian Dale and Peter Smith.

The directors **RESOLVED** to accept these apologies.

**2025. 24 Approval of the Minutes of the CIO meeting held on 24th February 2025**

The Chair had requested a minor amendment and the pages were re-numbered to ensure that all minutes start on an odd numbered page to assist with later binding.

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

**2025. 25 Director's Reports**

**Mark Hunter:** I am now the main contact for the UTB bank accounts and have added Andy Cuthbert and Andrew Seaman as authorised signatories. I have agreed the payments approval process with Janet McMillan (Finance Officer). The UTB Deposit account has been opened, and I have delegated to Janet the transfer of funds between the accounts.

I am now in the process of removing three former Foundation Trustees from the UTB accounts, after which I can move to the setting up of the Multipay cards.

**Andrew Seaman:** I am still progressing the mid-term strategy and hope to have the first draft for the next meeting.

**Andy Cuthbert:** I am getting up to speed with the Landlord / staff roles. I have gone through the payroll with Adrian.

**Carol Parsons:** I have received a business case from Maxine for a handheld vacuum. Whilst the sum is within my delegated budget, as this is for an asset rather than running costs, I prefer the directors review it, so that they better understand what assets we have and are purchasing.

The directors reviewed the business case and **RESOLVED** to approve the purchase.

**2025. 26 Clerk's report**

**Finance**

There is still a week to run until the end of the quarter, so all figures below are provisional.

Overall Q1 2025 will see an increase of 100 hours in use compared to 2024 and an increase of £1,200 in hire income. Offset against this will be the increase in Village Hall Manager fees and some increased utility charges.

Nevertheless, we expect to see a small operating surplus for the Village Hall for Q1 which is well ahead of budget which projected a loss of £400 for the quarter.

### **Village Hall**

There have been some minor grounds maintenance issues to deal with this month: A complaint from a resident attending the dog classes that the grass was too long in the paddock.

- The dog trainer didn't feel there was an issue
- The ground was too wet for the lawn tractor to be used in January/February.
- The grass was cut on 13<sup>th</sup> March 2025.

6 rotten fence posts were found in the paddock

- Replacement with oak posts has been planned

Various parts of the Village Hall grounds have been looking "tatty" following the poor weather in 2024. We lost a booking for a family event last September because of this. The issues were:

- Paint was peeling from the front door. This was last repainted in 2015.
- The gates and railings were covered in thick green lichen. They were last repainted in 2017.
- The tarmac in front of the door, on the driveway and in the disabled area was covered in slippery moss. This was last cleared in 2020.
- The rear lawn had two rabbit burrows and is essentially now just moss.

The front door was refurbished by Alastair Mead in the late Autumn of 2024.

I asked Karl Goodman to make some recommendations for the other grounds maintenance issues. He called in the services of Tina Whitney from Duchy Close (ex Green Thumb) to give some free advice. She has recommended:

- Treatment to kill the moss on the front yard. Last year we spent over £500 with Green Thumb restoring the front lawns of School House which were covered in moss seeded from the Village Hall yard. Green Thumb did an excellent job, but having a resident able to give us the same advice is definitely the better option. Karl will be purchasing the recommended treatments and starting the process at the end of the month.
- Scarifying the rear lawn to remove the accumulated moss, followed by treatment and reseeded as needed. Karl will be starting this next week.
- Jet washing the lichen from the railings and gates and repainting as needed. This will start later in the Spring.

Internally in the Village Hall we had:

- A re-appearance of cluster flies in the warm sunny weather (We are hoping they will all move out during the next two weeks).
- Mice in the mouse cupboard (Gavin has set traps)
- A toilet seat came loose (Maxine and Gavin sorted the problem)

Maxine has prepared a business case for the purchase of a handheld vacuum cleaner to speed up the change-overs. Our existing Henry cleaner takes several minutes to get out and put away. Maxine and Joe currently take up their family Dyson cleaner to do the job. Obviously, this isn't PAT tested and in the event it was broken during use, then we would be in an ambiguous position.

I have recommended to Carol that the business case be approved.

## **School House**

There were some minor billing/accounting matters this month which I resolved, and some systems changes at Orlebar which means we now have four “apps” to handle various matters:

- Payments
- Inventory/inspections
- Repairs
- Tenancy matters

We are moving into the final 3 months of the existing tenancy which terminates on 7<sup>th</sup> July 2025. Andy will handle discussions with Orlebar about the tenancy. The points to appreciate are:

- According to Orlebar, the tenant is a little “untidy” and so the housekeeping aspects of the inspections always raise an eyebrow. I think she just has “lots of stuff” and three children. There are no “real” issues – the property is well looked after and safe. The tenant is excellent to deal with and appreciates the efforts the Foundation makes to keep the property in good order.
- If at all possible, I recommend that we aim to keep the tenant and increase the rent in line with inflation only. Tenancy changes are expensive.

## **Foundation**

Mark has the UTB account under control and a new deposit account has gone live. Mark has given Janet authority to manage movements between the UTB current and deposit accounts and between PayPal and the current account.

The Redwood Investment has been closed, and all monies have appeared in the UTB current account.

NNC has been informed that the CIO now exists, and a new business rates account has been created. The Foundation gets an automatic 80% relief on business rates, but has to apply for the relief of the remainder.

In previous years we could apply for the full 20% discretionary relief. We did this and were successful. Now the charity relief is limited to 10%, potentially leaving us with a £132.24 business rates payment.

On the advice of NNC I have applied for an additional 10% relief from the “hospitality industry” relief fund on the grounds that we host family parties.

## **Staff**

The National Employment Savings Trust (NEST) pensions scheme has been set up and Maxine will be enrolled on 1<sup>st</sup> April 2025. Direct debits have been set up to pay the necessary fees.

Andy has witnessed the month end Payroll process and I am taking Janet through it on 1<sup>st</sup> April so that she can take on the job in the future with Andy as backup.

The only remaining action is to resolve the charge card situation. We currently have a PayPal card registered in my name at my address and to my mobile number. Janet uses this to pay various bills (and we get 0.5% cash back) and I use it to purchase major items from the internet or in wholesalers. We need a charge card that can be used by Janet and Maxine.

### **2025. 27 Formalisation of the Volunteer Register**

The following were proposed as volunteers to the CIO for insurance purposes:

Richard Brown - Caretaker and maintenance

Adrian Dale - Clerk

Gavin Howard - Caretaker and maintenance

Janet McMillan – Finance Officer

Mia Routledge - Caretaker and maintenance

Tina Whitney - Maintenance

The directors **RESOLVED** to agree to the above as volunteers of the CIO.

### **2025. 28 Employment of additional Assistant Caretaker**

The following were proposed for employment as additional Assistant Caretakers:

Karl Goodman.

Mia Routledge.

The directors **RESOLVED** to agree to the employment of Karl Goodman and Mia Routledge as Assistant Caretakers.

### **2025. 29 Clarification of Directors' Roles**

Andrew Seaman had requested clarification of the terms duty holder and the powers of the Chair.

Mark Hunter explained that the “Duty Holder” role comes from the HSE, and the purpose of creating the role is to make sure there is someone who is responsible for safety, rather than everyone assuming it’s someone else’s “job”. The HSE definition is *Duty Holders have a legal responsibility under health and safety law to take reasonable measures to ensure the hall, its access, and any equipment provided are safe for people using it.*

So, as a more extreme example, Carol Parsons, as the Duty Holder, can close the Village Hall to hirers if she believes it is unsafe to use. In more practical terms, Carol checks with Maxine that the fire safety checks, Portable Appliance Testing, electrical testing, etc. are all current, and that any safety issues that Maxine raises are either addressed by Carol under her delegated budget or raised promptly to the other directors.

Note that the Duty Holder is not responsible for the hirer’s own equipment.

Andy Cuthbert has a similar function in the “Landlord” role of *School House*.

The powers of the Chair are defined in the Constitution (Governing Document) – chairing the meetings, having a casting vote, deciding the date, time and place at which an (adjourned) meeting is to be reconvened, and managing any polls.

Additional powers may be granted to the Chair by the directors in the Managing Document, so long as they do not conflict with either the Governing Document or Charity Law (e.g. can’t decide to make the post remunerated).

The directors noted the clarifications and requested that Mark Hunter add the roles and clarifications to the next iteration of the Managing Document.

### **2025. 30 Rear paddock works**

#### **Phase 1 repair and phase 2 improvements.**

**Phase 1** - Karl Goodman had done a survey in preparation and found six rotten fence posts which need to be resolved as a maintenance matter, before any improvements on rabbit fencing and surfacing.

Based on experience, Karl recommended that the replacement posts be oak rather than treated softwood. In this boggy ground we achieved less than a 10-year life for the first posts that failed a couple of years ago. The latest 6 failures lasted 12 years. Karl believes that well installed oak posts will achieve at least twice that, perhaps even 30 years, although Peter is doubtful we can push it that far.

The purchase cost of oak posts is £22 and that of treated softwood £9. However, there are other labour and materials costs which are the same for both:

- the cost of removing the old posts (taking off rails and stock mesh),
- followed by digging out the stump and creating a new hole
- concreting in the new post
- reattaching rails and mesh

The overall cost of using oak posts is just £13 more expensive per post – approximately £78/post for oak as opposed to £65. Given the extended lifetime, it makes sense to use oak as overall it will be cheaper in the long run. The calculated cost for oak posts is around £3.12/year of life for oak and £5.42/year of life for treated softwood.

The same is not true for the rails. These are not sitting in boggy ground. Some have rotted over the years and have been replaced, but others have been broken by cows pushing against them. It is not worth using oak rails.

Peter has authorised Karl to do the work and to buy in 4 additional oak posts for stock and 4 x 3.6m softwood rails for stock. It is important to keep rails in stock in case there is a break out of the cows. Karl will hold the stock items so that he is ready for any repair.

The directors noted the phase 1 works.

**Phase 2** - As Peter was not present, this item was deferred to the next meeting.

### **2025. 31 Impact of proposed roundabout on letting of *School House***

Following notification of the proposed new roundabout near *School House*, Charles Orlebar had been consulted on possible impact on lettings and had responded.

*“From a letting perspective, I don’t suspect there’s any significant impact as it would appear the roadway is moving further away as is the junction to the roundabout. I don’t imagine that the tenant or occupant would be any the worse as a result.”*

The directors noted the response from Charles Orlebar.

The directors observed they owned the closest properties to the proposed new roundabout, and it was possible that bookings and/or lettings might suffer during

the construction phase. If necessary, the income streams could be evidenced by the 2024 accounts.

The directors **RESOLVED** to respond to the consultation (as the CIO), highlighting their concerns regarding negative impact on the CIO finances, and seeking compensation from the developer in the event of lost income.

### **2025. 32 Any other business**

Mark Hunter confirmed that as part of the wind-down of Adrian's involvement in the CIO, Adrian would no longer be attending the directors meetings.

A fault in the internet provision to the Village Hall and *School House* over the weekend had been dealt with promptly by Adrian, who by chance was in the Village. It was proposed that in future, this be outsourced to a local IT company, so as to reduce reliance on Adrian and Mike Maywood (who had installed the current system).

As the 4th Monday in April was already booked for the Annual Parish Assembly, so the directors would meet in April at one of their homes.