

**Minutes of the Fourth Meeting of the Directors of  
the Educational Foundation of Bailey and Levett  
CIO Monday 23<sup>rd</sup> June 2025**

**Present:**

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

**2025. 33 Election of a Chair for the meeting**

In the absence of Andrew Seaman, the meeting elected Carol Parsons to chair the meeting.

**2025. 34 Welcome and apologies**

The Chair welcomed everyone to the meeting and conveyed apologies from Andrew Seaman

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

**2025. 35 Approval of the Minutes of the CIO meeting held on 24<sup>th</sup> March 2025**

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

**2025. 36 Director's Reports**

**Andy Cuthbert:** I have been in contact with the Letting Agent (Orlebar's) regarding the tenancy renewal, due 7<sup>th</sup> July 2025. Although the Agent advised of the potential for a large uplift (9.6%), it would be likely the present tenant would have to leave, with the resulting costs of finding a new tenant and works to the property. The Agent has advised of numerous changes to legislation which will impact future tenancies. Accordingly the Agent had been instructed to offer a RPI increase (4.1%).

**Mark Hunter:** I am now the main contact for the Charity Commission. I have removed the three former Foundation Trustees from the UTB accounts, and am in the process of removing Adrian. The UTB Multipay cards are taking longer than I would have liked to be set up, but later in the meeting we will be setting the transaction limits. Since the last meeting I have updated the Managing Document with the clarifications requested (25.29) for your consideration.

**Carol Parsons:** I was contacted by Maxine regarding taking holiday leave and agreed to a closure period (i.e. no bookings) due to no caretaker cover. Janet has volunteered to check the emails whilst Maxine is on leave.

**Andrew Seaman [Note sent in absence]:** I have yet to complete the property strategy but will aim to do so over the next few weeks.

**Peter Smith:** I was notified of a plumbing issue. I need to get back to Karl with a solution to the rabbit issue.

## 2025. 37 Clerk's report (May 2025)

### Village Hall

Bookings for May were good. They were slightly behind 2024 as the gamer weekend had been moved to April this year, and in 2024 there was a 2 day christening party.

With the dog training, there is less rabbit activity in the paddock, but a large burrow is under construction in the Village Hall garden. Karl has blocked the burrow, but the rabbits are repeatedly digging around the blocks.

A water leak has been traced to the water heater under the kitchen sink. This will be replaced on 12<sup>th</sup> June.

A new smart meter is being fitted to the electricity supply on 5<sup>th</sup> June. The electrical enabling works for the heater replacement will be undertaken at the same time.

Maxine handled all the reporting and invoicing this month, with Janet dealing with overdue invoices from Weight Watchers [*Update – all recovered*].

### School House

The current tenancy comes to an end on 7<sup>th</sup> July. Mark and Andy are discussing renewal options.

### Foundation

Janet is now handling all of the inter account transfers to keep balances at sensible levels. Payroll was run on 2<sup>nd</sup> June remotely with Andy and Janet. Janet will run it next month.

As we enter the final month of the Clerk's tenure, new arrangements need to be put in place for preparing these reports.

## 2025. 38 Updated Managing Document with Duty Holder and Chair roles clarified iaw third meeting of the Directors

The Chair advised that Mark Hunter had sent out the draft updated Managing Document with the clarifications requested at 25.29.

The directors **RESOLVED** to approve the updated Managing Document for publication.

## 2025. 39 Update on *School House* tenancy

Andy Cuthbert detailed the meetings and decisions with the Letting Agent so far (see 2025.36). Carol Parsons asked that for future renewals, the options be considered at a Director's meeting in advance, to set the Agent's parameters. Andy Cuthbert advised this was likely to be 12 monthly going forward, with the changes to the letting legislation.

The directors **RESOLVED** to review the options in advance of the next renewal.

**2025. 40 Update on transition from ARD**

See Annex A for progress and decisions.

**2025. 41 Timetable of future meetings for 2025**

The Chair advised Mark Hunter had sent out a draft timetable of meeting for 2025, based on the 4<sup>th</sup> Monday of the month. It was challenged why there was a meeting in August, and it was agreed to drop this meeting.

The directors **RESOLVED** to approve the amended timetable of meetings.

**2025. 42 Any Other Business**

**Andy Cuthbert:** Currently the Directors are seeing the filtered emails (i.e. sorted for action @JEM, etc.). As part of the transition from Adrian, they would need to move over the raw emails. Andy Cuthbert volunteered to be first.

The directors **RESOLVED** that Andy Cuthbert be issued with the email account details.

**Carol Parsons:** Should the Directors invite Maxine to our meetings (should she wish to attend)? As an employee this would be chargeable time.

The directors were not adverse to this, Carol will set up informal meetings with Janet and Maxine as required to ensure, where possible, any issues are discussed prior to meetings.

The meeting closed at 20:48

## Annex A

### Foundation Governance

#### **Director Meetings:**

<b>Status</b>	<b>Outstanding Issues</b>	<b>Actions</b>
Mark organises all meetings and minutes them	Need to confirm the minute storage and publication process (draft and final)	MHH and ARD will work out a process that MHH can use

#### **Charity Commission:**

<b>Status</b>	<b>Outstanding Issues</b>	<b>Actions</b>
ARD has previously assembled and published the Trustees' Annual Report (with accounts), and submitted them to the Charity Commission	The mechanics of storage and publication in our offline and online records need to be agreed	ARD will work with Mark to hand over and will be available for consultation in January 2026 to ensure things go smoothly.  <i>ARD to check if CIO's use the CC16a submission or an accruals based report.</i>

#### **Foundation IT:**

<b>Status</b>	<b>Outstanding Issues</b>	<b>Actions</b>
The Foundation uses a domain paid for by the Parish Council to host the Village Hall web site and to store public governance and management documents	MHH has ownership of the domain ARD can access support through EUKHost ARD understands and manages the structure of the domain.	MHH and ARD will work out a process for managing the online presence of the Foundation.
The Foundation uses Gmail and Google Drive to manage its documents and day to day communication. The Gmail account is used by Janet, Maxine and ARD on a daily basis.	ARD knows the password for the master account. It is installed on Janet's personal PC and Maxine's Foundation PC. Whilst the password can be changed, there might be "unexpected" consequences for operations.  ARD has the backup phone and email for this account. Changing those now would force two factor authentication to be installed which would have a big impact on operations.	<i>Directors decided ARD to disconnect for routine use, but retain emergency access for 12 months.</i>

#### **Post:**

<b>Status</b>	<b>Outstanding Issues</b>	<b>Actions</b>
The Foundation and Village Hall have a postal address and post box.	If Elliot is on duty, all Village Hall and Foundation post gets delivered to ARD. Otherwise the Village Hall mail box gets used. Around 1 item a month comes through to ARD.	<i>Directors to decided MHH and ARD to speak to Elliot</i>

## Foundation Finance

### **Banking:**

<b>Status</b>	<b>Outstanding Issues</b>	<b>Actions</b>
Mark has full control of the UTB accounts	ARD still nominally has access (he can sign in and view the accounts)	Directors have submitted mandate to remove ARD
Books	ARD still has the cheque book and paying in book	ARD has handed over the books to MHH
Janet has day to day authority to move monies between accounts and does the monthly reconciliation of all accounts	None. Everything is working very well. Janet balances the accounts daily and reconciles to the statements monthly.	MHH needs to decide what reporting is needed from Janet for the Directors.

### **Charge Cards:**

<b>Status</b>	<b>Outstanding Issues</b>	<b>Actions</b>
Mark has requested cards for Maxine and Janet	Awaiting transaction limits	MHH needs to advise on delivery and agree financial control process for Maxine and Janet.  Directors agreed £500 transaction limit and £1,000 monthly limit.
Still using the PayPal debit card registered to ARD	Still in use at least monthly for online purchases	MHH needs to decide timetable for withdrawal

### **PayPal Account:**

<b>Status</b>	<b>Outstanding Issues</b>	<b>Actions</b>
Still registered to ARD at his home address and with the old charity number	Can't do the novation of the account until charge card issue is resolved.	Once charge cards are resolved, MHH and ARD need to write letters of transfer to PayPal.
		The master password for the PayPal account needs to be changed. MHH needs to take over the master password with suitable backup contingency. Janet can use her own account.

### **Receipts and Payments Account:**

<b>Status</b>	<b>Outstanding Issues</b>	<b>Actions</b>
Accounting software is "home grown" but tailored to our exact needs, with NO paper records.	The spreadsheet can have occasional glitches and may need tweaks at year end.	ARD will still be available if there are issues that Janet can't resolve.
Half year reporting process needs work.	The payment of invoices can be 3-4 weeks out of step with costs. Previously ARD has used various adjustment techniques to do this.	ARD will show Janet what to do at next pay roll run.

**Annual Accounts:**

Status	Outstanding Issues	Actions
This can only be done at year end. Last year's process was different as we weren't using Hallmaster. This year will need a slightly different process to be designed.	<p>The spreadsheet needs some manipulation to handle end of year accruals, and any debtors or creditors.</p> <p>The Charity Commission needs a different set of cash accounts without accruals in its own "special" format.</p> <p>The previous booking system generated anonymised invoices for the auditor. Hallmaster doesn't do this and so we need to devise a new approach.</p>	<p>ARD will work with Janet at year end to get the accounts ready to put into the balance sheet.</p> <p>ARD will work with Janet and MHH to prepare these at year end.</p> <p>ARD and MHH will agree new documentation process.</p>

**Pay roll:**

Status	Outstanding Issues	Actions
ARD has demonstrated pay roll to Janet and Andy, with Andy helping on the pensions front.	<p>Janet needs to successfully log in to HMRC.</p> <p>Janet needs to run pay roll herself with ARD on hand</p>	<p>ARD and Janet will plan a pay roll run on 1<sup>st</sup> July.</p> <p>ARD to advise if payroll data is backed up e.g. Google drive?</p> <p>The Clerk to the PC (at the time being) will notify.</p>
The Local Government pay award has not yet been finalised for 2025/2026 but we gave an interim 4.2%-4.3% increase based on RPI for the 12 months to April 2025 of 4.5%.	<p>We don't have a mechanism for getting notified of the agreed awards.</p> <p>Employers have currently offered just 3.2% which means that Maxine would be 11p/hour higher than the proposed SCP10 level.</p> <p>Joe is pegged to SCP02 which for 2024 was below the new living wage of £12.44. We gave Joe an interim rise to £12.50 to ensure we were legal. A 3.2% increase on the 2024 levels would take him to £12.65.</p>	<p>ARD would suggest leaving Maxine as is for good will reasons if this offer is accepted.</p> <p>Directors need to agree any changes of approach.</p>

**School House**

**Tenancy:**

Status	Outstanding Issues	Actions
The current tenancy ends on 7 <sup>th</sup> July 2025. Andy has proposed an RPI increase in rent. Orlebar advises that only 1 year rolling tenancy extensions are possible.	<p>Not yet clear whether the tenant has accepted the offer.</p> <p>If they don't then there is a lot of planning work to be done.</p>	Andy to follow up
There is a "temporary" back door lock installed when the lock failed.	Our original plan was to have just one key for the property.	At the next tenancy change. Replace the back door lock with an Ultion cylinder keyed to the same code as the front door.

There is a key safe by the electricity meter holding both keys. Charles Orlebar and ARD know the code – also stored on Google Keep to which Janet has access	Directors decided to leave the safe codes as is until ARD has fully left.  Andy Cuthbert to be advised of the safe code.
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**Broadband:**

Status	Outstanding Issues	Actions
The tenants are currently using a temporary router on the slow backup connection	Their tenancy should have “high speed” broadband	A fast full fibre BT connection has been ordered and the network will be rebuilt when that is installed. ARD will be on hand as will Mike Maywood to complete the handover to our contractor.

**Sewage treatment plant:**

Status	Outstanding Issues	Actions
This serves the Village Hall and School House and is NOT handled by Orlebar. It is serviced every June/July	No issues except management process	For the future we need to agree: <ol style="list-style-type: none"> <li>1. Who Midlands Waste Water Servicing contact to plan in the service and respond to problems.</li> <li>2. Who contacts the tenants to tell them a contractor will be in the garden</li> <li>3. Who books Extraction Services for the de-sludge and fill process</li> <li>4. Who authorises the invoices for all of the above.</li> </ol> <p>Directors agreed to offer this to Karl as first POC for MWWS, with Peter Smith as second POC.</p>

**Car charge point:**

Status	Outstanding Issues	Actions
This has not been used in anger since it was installed but is part of the “offer” for a premium property.	The MyEnergi gateway device is not currently in use and is unplugged. Only ARD has the APP	Nothing until it is needed and then the whole system can be reinitialised.

**Village Hall**

**Staffing:**

Status	Outstanding Issues	Actions
We have only two caretakers employed, and they are from the same	The job is not an attractive one. Three assistant caretakers lasted only a	Janet has volunteered to monitor the mailbox during Maxines holiday.

family. Joe has now finished school and will move on within 12 months.	couple of months. Repeated adverts haven't been successful.  There is no caretaker holiday cover for Maxine and the Hall is being closed for holidays.	Karl may be able to cover caretaking duties but will need training.
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**Security and access management:**

Status	Outstanding Issues	Actions
<p>ARD still has a full set of VH keys (but not SH) – these include door keys, shed keys, ladder keys etc.</p> <p><i>ARD has a spare set of caretaker keys</i></p> <p><i>Maxine holds spare keys for a new caretaker.</i></p> <p>MHH holds a full set of keys and a diagram showing what they all do. He has the official list of key holders.</p> <p>Four keys are in the key safe to which ARD knows the code.</p>	None	<p>Directors decided ARD should retain keys as a contingency, but not routinely on him.</p> <p>Directors decided not to change key safe code until ARD leaves the parish.</p>
<p>Maxine and ARD are now the only people who can manage access codes for the keypad. Janet can see the key code list.</p>	None	<p>Directors request that ARD to provide a process document</p>
<p>Maxine manages all the camera footage.</p> <p>ARD is the only person who understands the camera setup and software in detail. It is complicated!</p> <p>The passwords are stored in Google Keep</p>	<p>New caretakers need the camera app installed.</p>	<p>ARD to check if this can be taken over by IT maintainer (assumption is that modern IP cameras should be a lot easier to maintain)</p>

**Heating, cooling and ventilation:**

Status	Outstanding Issues	Actions
<p>The main Village Hall has four 11kW gas heaters which can warm the space in around 12 minutes.</p>	<p>One heater has failed and we have been managing with three since 2020. The heaters were installed 25 years ago and are no longer manufactured and cannot be repaired. A replacement model is available from</p>	<p>Nothing immediate but long term planning needed on the future heating solution.</p>

	Vulcana Gas Appliances at a cost of £2,600 + VAT + installation. Unfortunately the gas pipework in the Hall under the floor would need complete replacement before the unit could be installed. This would cost around £3000.	
There is a cooling system in the corridor and kitchen. Maxine has now been trained in resetting it and changing the modes from summer to winter.	There is no cooling for the main Hall	Long term planning, heat pump needed.
The extension has a ventilation system	To clean the filters needs the unit to be dismantled. This hasn't been done since 2021.  The air conditioning unit has not been checked or serviced since 2015, although two pumps have failed and been replaced.	Directors decide whether an annual maintenance contract is needed on the ventilation and cooling system.

**Network:**

Status	Outstanding Issues	Actions
A new BT fibre connection has been ordered and a new firewall/gateway has been purchased	BT have accepted and processed the order for Full Fibre 150 with a new account and delivered a new BT Hub 3.  Openreach have put the order on a "DELAYED" status - as ARD suspected, they have realised that fibre hasn't actually reached the poles along Caldecott Road yet. (Indeed <i>Haleworth</i> is being told that they can't get it yet, even though <i>Ashbury</i> has it!)  As a result, the old copper contract hasn't yet been cancelled as the installation won't happen for several weeks.  The new Cloud Router replacing the obsolete Cloud Key has been delivered but won't be installed until the fibre goes live. ARD will coordinate this with Mike and Colin	All in hand.

**Grounds maintenance**

Status	Outstanding Issues	Actions
Karl Goodman is experienced, thorough and proactive. He just gets on and does what is needed.	Karl is winding up his business on 15 <sup>th</sup> May 2026 and will then no longer have liability insurance.  He would be happy to continue doing grounds maintenance work, but would	Nothing immediate, but action needed in May 2026.

	need to be a part time employee on the CIO books and have the CIO provide the necessary equipment and materials.	
Several fence posts and rails in the paddock are now rotten.	We have already agreed for replacements in oak. However the ground is currently too hard for the work to be done at a sensible cost.	Karl will reassess in the Autumn of 2025 and seek approval to begin work.
There is an ongoing rabbit infestation in the paddock and Village Hall garden	Karl is refilling the burrows each week, but we need a solution.	<b>Peter Smith confirmed intention to use rabbit fencing and predation.</b>

**General maintenance matters:**

Status	Outstanding Issues	Actions
Over the last 6 months, a “surprise” maintenance matter has come up at least once a month which needed input from ARD.	Nothing currently outstanding	ARD will be available for advice.
ARD has put together a “routine” maintenance contractor list who we have used previously.	How should Maxine deal with maintenance issues.	<b>Directors agreed Maxine calls out contractors from the list.</b>  <b>ARD to provide a copy of the list to the Directors</b>

**AV system:**

Status	Outstanding Issues	Actions
The existing projector needs replacement.	The grant application has not yet been approved. Only ARD knows how the current setup works	<b>Directors are awaiting Hargrave parish to appoint their Trustees to the Wind Farm Trust.</b>

**Utility contracts:**

**Energy:**

Status	Outstanding Issues	Actions
We are currently contracted to British Gas Lite for 3 years.	We recently had a successful electricity smart meter installation after 2 years of trying. British Gas Lite are internet only and ARD spent hours on pointless email conversations and chat sessions trying to explain what was needed.	ARD has now emailed a BG contact directly to request a gas smart meter installation.
Wave Utilities (Anglian Water Business)	ARD contacted Wave Utilities and apparently did successfully novate the Wave Utilities account to the CIO and have removed his phone number.  However, the recent water leak letters about the VH were sent directly from Anglian Water to “Mr A Dale, per Educational Foundation, Chelveston Village Hall”. The Anglian Water database isn’t fully connected to Wave. So Wave now has no record of ARD, but Anglian Water still does. However, he is assured that he is not legally responsible for the previous leaks!	ARD will make further attempts to update the contact

ARD checked the School House Anglian Water account (directly with them). They have no record of ARD, but the account still has the name of the old Foundation. There is no online mechanism for changing it, and there is no consequence if it is not changed.