

**Minutes of the Fifth Meeting of the Directors of the
Educational Foundation of Bailey and Levett CIO
Monday 28th July 2025**

Present:

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

2025. 43 Welcome and apologies

The Chair welcomed everyone to the meeting and asked for apologies – Peter Smith.

*(The directors **RESOLVED** to accept this apology)*

2025. 44 Approval of the Minutes of the CIO meeting held on 23th June 2025

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

2025. 45 Director's Reports

Andy Cuthbert: I have not seen the e-signed agreement yet, but rent is still being paid into the account. I will chase Orlebars for a copy.

Mark Hunter: I have answered further questions from UTB on the MultiPay card setup and provided a secondary card administrator. I have notified Andy and Janet of the national pay award settlement (3.2%) effective from 1st April 2025. Janet has calculated the backpay for Joe, which will be paid in July. Carol will formally notify Maxine and Joe of their new pay rates, once I provide a template.

The CIO was successful in getting a £3,900 grant from the Windfarm Trust towards the projector replacement. Once DSAV provide an updated quote to include the new mounting bracket, I will approve the order for the replacement projector system, as per the grant submission.

Lastly, the battery backup on the network (installed 2019) was found to have failed this morning, and I have approved its replacement (~£50).

Carol Parsons: I will have a meeting with Janet and Maxine when Maxine returns from holiday.

Andrew Seaman: I have drafted the property strategy, which I want to run through with Adrian, prior to circulation to the Directors.

2025. 46 Clerk's report (June 2025)

Village Hall

Bookings for June were good. They were ahead of 2024 because of dog training and Weight Watchers.

All the water heaters have now been replaced and are “on demand” which means that Maxine doesn't need to manage the timers.

We had some damage to the outside lights this month, probably caused by the sibling of one of the ballet academy attendees. Adrian replaced the light using one from stock and so there was no cost. He also replaced another failed unit at the same time. We now have only one more in stock.

The Ballet Academy Principal was obviously horrified and informed parents. All of course denied that their kids were responsible. However, Adrian was at the hall at 15:30 (no damage) and Maxine was at the Hall by 18:40 (light ripped off its post). So we were 20 minutes either side of the class. 360 deg CCTV would have revealed the culprits, but this is only the second incident of external damage in 15 years.

Next day one of the basins in the gents toilet had the plug left in and was half full of water. We have had this before as kids think it is funny to block the sink and turn on the taps. Fortunately, we replaced all the taps earlier this year with “push” versions. It would take 30 pushes to fill a basin and the kids simply get bored.

In showing Maxine how to service the ventilation system filters, we found that they needed replacing (after 10 years). New filters arrived today and Adrian will show Maxine how to replace on Thursday.

The sewage system was serviced and de-sludged (an annual process in June/July) – Adrian booked the emptying and Karl supervised it.

School House

The current tenancy comes to an end on 7th July. Andy has proposed an RPI rent increase to Orlebars.

Foundation

Mark has now removed Adrian from the bank accounts.

Mark has ordered charge cards for Maxine and Janet. Once these are delivered Adrian will destroy his and hand over the PayPal account to Mark.

Janet ran payroll successfully today

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

2025. 46 Update on *School House* tenancy

Andy Cuthbert advised he has not seen the e-signed agreement yet, but rent is still being paid into the account.

2025. 47 Update on transition from ARD

See Annex A for progress and decisions.

2025. 48 Any Other Business

Andy had a potential hirer for summer (when no ballet classes) and he was advised to put them in contact with Maxine.

In response to a question, Mark advised Adrian is on the register of volunteers (for insurance cover) as the Clerk. As he ceased to be the Clerk at the end of June, the Directors resolved that he should remain on the register of volunteers as a maintainer.

In response to a question, Carol confirmed that the CIO should advertise for further assistant caretakers in the next Parish Newsletter (August – September issue). Andy had a potential candidate in mind.

Carol asked about risk assessments. The CIO has a current Health and Safety policy (re-issued 1st January 2025). For under five employees, there's no legal requirement for written risk assessments. However, on the assumption the number of assistant caretakers would grow, it would be useful to produce written risk assessments over a period of time, rather than a sudden hit when reaching the legal threshold. Mark would run with this under Governance.

Carol asked if the number of Directors should be increased, to spread out the workload. Mark highlighted some of the issues with the former larger “committee” Trustees. The Directors agreed to remain as is for now, but to review the composition annually.

Andrew requested that once a quarter the agenda included input from the staff on any matters that they wished to bring to the attention of the Directors, and this was agreed.

The meeting closed at 20:16.

The next scheduled meeting will be on Monday 22nd September 2025.

Annex A

Foundation Governance

Director Meetings:

Status	Outstanding Issues	Actions
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:

Status	Outstanding Issues	Actions
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. CC17a can be used for accruals, but is far too complicated. Our modified CC16a is easier.

Foundation IT:

Status	Outstanding Issues	Actions
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.	Directors decided ARD to disconnect for routine use, but retain emergency access for 12 months.

Post:

Status	Outstanding Issues	Actions
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.	Done

Foundation Finance

Banking:

Status	Outstanding Issues	Actions
Mark has full control of the UTB accounts	ARD still nominally has access (he can sign in and view the accounts)	Done
Books	ARD still has the cheque book and paying in book	Done
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:

Status	Outstanding Issues	Actions
Mark has requested cards for Maxine and Janet	Awaiting transaction limits Secondary admin added	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:

Status	Outstanding Issues	Actions
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:

Status	Outstanding Issues	Actions
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
<p>This can only be done at year end. Last year's process was different as we weren't using Hallmaster.</p> <p>This year will need a slightly different process to be designed.</p>	<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
<p>ARD has demonstrated pay- roll to Janet and Andy, with Andy helping on the pensions front.</p>	<p>Janet needs to successfully log in to HMRC. Janet needs to run pay roll herself with ARD on hand</p>	<p>ARD and Janet will plan a pay- roll run on 1st July.</p> <p>The Payroll data is backed up monthly by Janet to the Google Drive.</p>
<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>	<p>Pay scales provided by the PC Clerk from SLCC. Pay settled at 3.2%, Joe's pay uplifted to £12.65 and backdated to 1st April.</p>	<p>Janet calculated the backpay for Joe at £4.07.</p> <p>The pay for Joe in the Caretaker timesheet needs updating. This has highlighted that Janet needs to be able to make this change. ARD will organise this with her.</p>

School House

Tenancy:

Status	Outstanding Issues	Actions
<p>The current tenancy ends on 7th July 2025. Andy has proposed an RPI increase in rent. Orlebar advises that only 1 year rolling tenancy extensions are possible.</p>	<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>	<p>Andy to follow up</p>
<p>There is a "temporary" back door lock installed when the lock failed.</p>	<p>Our original plan was to have just one key for the property.</p>	<p>At the next tenancy change. Replace the back door lock with an Ultion cylinder keyed to the same code as the front door.</p>
<p>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</p>		<p>Directors decided to leave the safe codes as is until ARD has fully left.</p> <p>Andy Cuthbert to be advised of the safe code.</p>

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	Done

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 family. Joe has now finished school and will move on within 12 months.	The job is not an attractive one. Three assistant caretakers lasted only a 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.	Janet has volunteered to monitor the mailbox during Maxines holiday. Karl may be able to cover caretaking duties but will need training.

Security and access management:

Status	Outstanding Issues	Actions
ARD still has a full set of VH keys (but not SH) — these include door keys, shed keys, ladder keys etc. ARD has a spare set of caretaker keys Maxine holds spare keys for a new caretaker.	None	Directors decided ARD should retain keys as a contingency, but not routinely on him. Directors decided not to change key safe code until ARD leaves the parish.

<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>		
<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	Directors request that ARD to provide a process document
<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>	New caretakers need the camera app installed.	<p>An IP camera would be more difficult to setup and maintain as it would require changes to our bookings system and caretaker timesheets as modern cameras focus on the footage rather than the timestamps.</p> <p>Instead the existing process is being documented.</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 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.</p>	<p>Nothing immediate but long term planning needed on the future heating solution.</p>
<p>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.</p>	<p>There is no cooling for the main Hall</p>	<p>Long term planning, heat pump needed.</p>
<p>The extension has a ventilation system</p>	<p>To clean the filters needs the unit to be dismantled. This hasn't been done since 2021.</p> <p>The air conditioning unit has not been checked or serviced since 2015, although two pumps have failed and been replaced.</p>	<p>Directors decide whether an annual maintenance contract is needed on the ventilation and cooling system.</p>

Network:

Status	Outstanding Issues	Actions
A new BT fibre connection has been ordered and a new firewall/gateway has been purchased	<p>BT have accepted and processed the order for Full Fibre 150 with a new account and delivered a new BT Hub 3.</p> <p>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!)</p> <p>As a result, the old copper contract hasn't yet been cancelled as the installation won't happen for several weeks.</p> <p>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</p>	Currently delayed by OpenReach and a complaint has been lodged

Grounds maintenance

Status	Outstanding Issues	Actions
Karl Goodman is experienced, thorough and proactive. He just gets on and does what is needed.	<p>Karl is winding up his business on 15th May 2026 and will then no longer have liability insurance.</p> <p>He would be happy to continue doing grounds maintenance work, but would need to be a part time employee on the CIO books and have the CIO provide the necessary equipment and materials.</p>	Nothing immediate, but action needed in May 2026.
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.	Peter Smith confirmed intention to use rabbit fencing and predation.

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.	<p>Directors agreed Maxine calls-out contractors from the list.</p> <p>ARD to provide a copy of the list to the Directors</p>

AV system:

Status	Outstanding Issues	Actions
The existing projector needs replacement.	<p>The grant application has been granted and funds received.</p> <p>Awaiting revised quote for new bracket.</p> <p>Only ARD knows how the current setup works</p>	<p>DSAV to provide new quote.</p> <p>MHH to place order</p>

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)	<p>ARD contacted Wave Utilities and apparently did successfully novate the Wave Utilities account to the CIO and have removed his phone number.</p> <p>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!</p> <p>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.</p>	ARD has written to them again and had no response