

**Minutes of the Sixth Meeting of the Directors of the
Educational Foundation of Bailey and Levett CIO
Monday 22nd September 2025**

Present:

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

2025. 49 Welcome and apologies

The Chair welcomed everyone to the meeting and asked for apologies – Carol Parsons.

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

2025. 50 Approval of the Minutes of the CIO meeting held on 28th July 2025

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

2025. 51 Director's Reports

Andy Cuthbert: I have been in contact with Orlebars, one tenant has signed the lease and is paying the rent. I now receive the “PayProp” notifications.

Mark Hunter: I arranged for the 80% payment on order of the replacement projector, and agreed a renewal of the VH Climate Monitoring subscription.

I have received one application for the Assistant Caretaker post, following the parish newsletter advert, which I have passed on to Maxine for review/interview, copy to Carol.

Carol Parsons: I was contacted by SS on Sunday regarding access to the VH for Free Spirits meeting on Monday. The person with the access code is currently uncontactable and SS wondered if her old WI code would work? We agreed that if it didn't. then I would go up to the VH to let them in. GS went on a recce and reported I was not required.

However, when they tried to get into the VH later. the code appeared to be wrong so SS then rang me to let them in. I went to the hall just as ARD was arriving, having been contacted as his number is listed by the key pad. He let them in and told me that my code wouldn't have worked as the lock had failed again, second time recently. I spoke with Maxine who advised that the lock has been unreliable

Gavin had a look and identified/reconnected a loose wire and the lock appeared to be working again, but then failed on Thursday. Maxine and Gavin have checked it out again, nothing appears to causing the failure and it was working on various access codes afterwards

Maxine is monitoring and will let me know if it fails again

In light of the above I think we need to consider -

- asking an appropriately qualified person to check and, if necessary, replace the lock

- changing the emergency contact number if access is a problem
- reviewing all access codes on a regular basis.

[Post Meeting Note: Maxine has replaced emergency number from ARD's number to the VH number, and will respond to emergency callouts. Maxine already enters and removes user access codes.]

Andrew Seaman: I have circulated the draft property strategy, which we will discuss later in the meeting.

Peter Smith: I have arranged for one of my contacts to repair the slow leak on the lawn tractor for Karl. ARD has been in contact regarding spares for the external light fittings.

2025. 52 Clerk's report (August 2025)

Village Hall

- Despite the school holidays and no ballet classes, August was a busy month compared to last year (up 40 hours), especially Karina with the dog training.
- We have had a few enquiries, regarding Parties, one for 2026 which has been booked.
- We also have an extra booking from E3 Church who will be running two Saturdays a month from January.
- Karina has also booked for 2026.
- Projector noise/failure will be a short term issue, as we have three customers who will need to use it. They have been informed that we have a problem and that the new one will be fitted in October.

School House

The current tenancy came to an end on 7th July. Andy had proposed an RPI rent increase to Orlebars, and this had been agreed.

Foundation

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.

2025. 52 Update on *School House* tenancy

Andy Cuthbert advised the tenancy has been renewed by one tenant and the monthly payments are being made.

2025. 53 Update on transition from ARD

See Annex A for progress and decisions.

2025. 54 Adoption of a Property Strategy and way forward

The meeting discussed the draft Property Strategy and Andrew hoped to have the final version ready for December. He wanted to complete a maintenance schedule, so the directors would know what expenses were coming up.

The meeting suggested there needed to be a roadmap of improvements, in order to drive the applications for funding.

2025. 55 Any Other Business

Peter asked about liabilities arising from an accident / injury during a hire. Mark confirmed section 12 of the hire terms included limitations on liability (save that arising from the CIO's own negligence) and hirer's insurance for risky activities e.g. bouncy castles.

With regard to the rabbit problems, it was agreed for Peter to get two or more quotes for the rabbit proof fencing for the paddock, to form the basis of an early grant application prior to the Property Strategy roadmap.

From January 2026, the directors would move to bi-monthly CIO meetings.

The meeting closed at 20:03

The next scheduled meeting will be on Monday 27th October 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.

Foundation Finance

Banking:

Status	Outstanding Issues	Actions
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 new cards	MHH needs to advise on delivery and agree financial control process for Maxine and Janet. UTB is changing its card provider, so it seems it is delaying issuing further old provider cards.
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
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.	The spreadsheet needs some manipulation to handle end of year accruals, and any debtors or creditors. The Charity Commission needs a different set of cash accounts without accruals in its own "special" format. The previous booking system generated anonymised invoices for the auditor. Hallmaster doesn't do this and so we need to devise a new approach.	ARD will work with Janet at year end to get the accounts ready to put into the balance sheet. ARD will work with Janet and MHH to prepare these at year end. ARD and MHH will agree new documentation process.

School House

Tenancy:

Status	Outstanding Issues	Actions
The current tenancy ends on 7 th July 2025. Andy has proposed an RPI increase in rent. Orlebar advises that only 1 year rolling tenancy extensions are possible.	None	One tenant has sign up to the renewed lease.
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.

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.

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. One applicant to be considered.

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 requested that ARD 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>	<p>New caretakers need the camera app installed.</p>	<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>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. 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 to get two or more quotes for rabbit fencing.

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.	None.	<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.	Only ARD knows how the current setup works	Projector ordered, due to be fitted end October.

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

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