



# Chelveston Village Hall

Owned and operated by the  
Educational Foundation of Bailey and Levett CIO



## Managing Document

### 1. Preamble

1.1 The EDUCATIONAL FOUNDATION OF BAILEY AND LEVETT Charitable Incorporated Organisation (CIO) (register number 1211520), was set up as a successor to the EDUCATIONAL FOUNDATION OF ABIGAIL BAILEY AND ANN LEVETT (register number 309769), an unincorporated association.

1.2 The Constitution of the Foundation CIO was approved and registered by the Charity Commission on 23<sup>rd</sup> December 2024, and is referred to as the Governing Document (GD). References to the GD are shown as **GDyy** (where yy is the relevant paragraph number). In the unlikely event of the GD and this document conflicting, the GD takes precedence.

1.3 This Managing Document (MD) covers arrangements where the GD is silent or discretionary, and may be amended as the CIO develops without further recourse to the Charity Commission. The MD has effect under **GD27**.

1.4 Any reference in this document to gender shall equally be read as male or female; the singular tense shall equally be read in the plural tense.

### 2. The title and roles of the CIO Trustees.

2.1 Title - The Trustees will be known as the Directors of the CIO. For the avoidance of doubt, the Directors retain all rights and responsibilities of a Trustee in accordance with Charity law.

#### 2.2 Roles

**Finance & Governance Director** – Point of Contact (PoC) for the Charity Commission, Banks / Finance institutes. Responsible for the production of the CIO Minutes, Accounts, provision of legal advice, and maintenance of website.

**Tenants and Employment Director** – PoC for the Letting Agents, HMRC, payroll, etc., for staff. The Landlord for the *School House* tenants, Delegated approval (within budget) for *School House* expenditure and staff payroll.

**Maintenance Director** – PoC for the maintenance contractor. Delegated approval (within budget) for maintenance expenditure for goods and services.

**Operations Director** – PoC for the Village Hall Manager. The Duty Holder<sup>1</sup> for the Village Hall. Delegated approval (within budget) for Village Hall expenditure.

**Projects Director** – Provision of the Medium Term (2-5 years) and Long Term (5+ years) Plans (in consultation with the other Directors), and external funding applications.

### 3. Appointments and removals.

3.1 The first five Directors are appointed in the GD (**GD10.3.1**).

3.2 All Directors hold office until the conclusion of the next Annual General Meeting (see section 4) (**GD12.1**).

3.3 The Chair and Clerk of the Chelveston-cum-Caldecott Parish Council are automatically co-opted as

---

<sup>1</sup> "Duty Holder" role comes from the Health & Safety Executive (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.

Directors of the CIO for as long as they hold office (**GD10.7**).

3.4 The Chair of the Chelveston-cum-Caldecott Parish Council will normally Chair the meetings of the CIO, unless he or she decides not to take up office as a Director, or is not present at a meeting, in which case the other Directors will elect a Chair as appropriate (**GD11.1**).

3.5 The powers of the Chair are defined in the GD, namely chairing the meetings (**GD15.2**) , having a casting vote (**GD15.3.3**) deciding the date, time and place at which an (adjourned) meeting is to be reconvened (**GD19.10**), and managing any polls (**GD19.18**).

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

3.7 All Parish Councillors who are co-opted as Directors of the CIO will ordinarily be removed by resolution of the other Directors once they vacate the office of Parish Councillors (**GD12.4.5**). However, the other Directors may choose to retain them as Directors if they have a particular skill or experience that the other Directors consider beneficial to the CIO, in which case section 3.2 applies.

#### **4. Meetings.**

4.1 An Annual General Meeting (AGM) will be held within 15 months of the preceding AGM (**GD17.4**), and 14 days' public notice shall be given (**GD17.6**). A quorum shall be two Directors (physically or virtually present) (**GD15.3.1**).

4.2 Other meetings of the Directors may be called by a previous meeting of the Directors, or by any Director (**GD15.1.1**) and 7 days' notice shall be given (**GD15.1.2**).

4.3 Evening meetings will normally commence at 7:30 pm and conclude by 9:30 pm unless otherwise notified.

4.5 The AGMs are open to the public (**GD17.5**). The Directors alone will decide whether the public should be admitted to any meeting of the Directors not being a General Meeting.

4.6 A Director with a conflict of interest will declare it at the start of the meeting and withdraw from that part of the meeting and not take part in the discussion and voting on that item (**GD7**).

4.7 For the meeting to be quorate there must be two Directors present, or the number nearest to one third of the total number of Directors, whichever is greater. A Director shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote (**GD15.3.1**).

4.8 Decisions must be made by the majority of the voting Directors (**GD15.3.2**). The Chair of the meeting shall have a casting vote in the event of a tie (**GD15.3.3**).

4.9 The attendance, declarations of interest, decisions and actions shall be recorded in the Minutes of the meeting (**GD25**). A draft electronic copy of the minutes shall be sent to all Directors. At the next meeting following, the Directors will approve or amend the minutes, and the Chair will sign the adopted minutes.

4.10 The notice period of "*any other business of which due notice has to be given*" in the AGM agenda (**GD17.7.5**) shall be 14 days before the meeting (i.e. to coincide with the publication of the agenda).

#### **5. Administration**

5.1 Where possible, the administration between meetings will be conducted by electronic media. This will include approval for expenditure for administration and governance items (**GD13**).

Version 2.0 agreed by the Directors on Monday 26<sup>th</sup> January 2026.

#### Change history

Version	Date	
1.0	January 2025	First Issue.
1.1	June 2025	Duty Holder and powers of the Chair clarified in accordance with the third meeting of the Directors.
2.0	January 2026	Second Issue – addition of section 4.10 to cover notice of business at AGMs