

**Minutes of the Seventh Meeting of the Directors of  
the Educational Foundation of Bailey and Levett  
CIO Monday 27<sup>th</sup> October 2025**

**Present:**

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

**2025. 56 Welcome and apologies**

The Chair welcomed everyone to the meeting and asked for apologies – none.

**2025. 57 Approval of the Minutes of the CIO meeting held on 22<sup>nd</sup> September 2025**

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

**2025. 58 Director's Reports**

**Andy Cuthbert:** Advised the meeting on the forthcoming *Renters' Rights Bill* (awaiting Royal Assent) which will remove the “no-fault” eviction option.

I have approved £40 for mold treatment in the bathroom of *School House*.

**Mark Hunter:** Following the point raised by Carol at the last Meeting, I have agreed with Maxine for her to update the VH emergency contact number and to respond to emergency callouts as paid time. She already enters and removes user access codes.

In response to Andrew's email of 4<sup>th</sup> October, I looked at the Bay trees in front of *School House*, and agreed with Karl to remove them. I suggest they are replaced with something that doesn't need watering every day in long hot dry summers. The directors agreed to not replace them with anything for the time being.

I have contacted the UTB Sector Specialist Associate Relationship Manager (Megan Reeves) regarding the long time to sort out the UTB Multipay cards, she confirmed this had been escalated to the Customer Service Management Team, who in turn advised the request is being looked at.

I have contacted the insurers (Ecclesiastical Insurance) to confirm I am the PoC and check the excess values, and in turn they have advised we have £25 excess on property damage in *School House*, and £250 excess for the Village Hall.

**Carol Parsons:** I have caught up with Maxine by email and texts.

**Andrew Seaman:** I am working on the Property Strategy, and expect it to be ready for the November meeting for review, and sign-off by year end. Currently I am adding the images and maintenance plan.

**Peter Smith:** I am chasing up two quotes for rabbit proof fencing. Karl is packing up his business in May 2026, and the directors agreed to wait to the year end to better work out his likely costs for employment by the CIO.

#### 2025. 59 Clerk's report (September 2025)

- We have had to replace a toilet seat in the Ladies toilet, which will be general wear and tear.
- Gavin fixed the key pad, a wire had come loose, I think the second time it failed was operator error, but Maxine will keep an eye on it.
- Maxine has bought the new urn, which has now arrived.
- Maxine asked Karl to have a look at the Guttering above the back door, to make sure it is not blocked. He is also going to repair part of the fence in the car park as it looks like someone has hit it. He has a spare to do this.

#### 2025. 60 Update on transition from ARD

See Annex A for progress and decisions.

#### 2025. 61 Report on *School House* water leak and repairs so far

Andy reported on the water leak at *School House* on 3<sup>rd</sup> September. A pipe under the sink in the upstairs bathroom burst and the upstairs bathroom flooded. An area of carpet directly in front of the bathroom became soaked. Water leaked from the ceiling and along the walls downstairs causing water damage. Water also leaked onto the downstairs bathroom and hallway floor. £868 had been approved so far for drying out and redecoration.

The directors **NOTED** the report.

#### 2025. 62 Approval of additional repairs in *School House*

Following an inspection report, Andy requested approval for a £350 task from Orlebars, for redecorating a room which had a poor (single) coat finish, being more than his £150 delegation.

The directors **RESOLVED** to request a breakdown of the costs, and to subsequently approve by email if the works involved were acceptable.

#### 2025. 63 Review of delegation in light of the above

In view of the response to the water leak incident, Mark asked if the current £150 delegation was sufficient for Andy's role as the Landlord?

The directors **RESOLVED** to increase Andy's delegation to £300.

#### 2025. 64 Any Other Business

Carol asked about the serving of alcohol at events. As per the VH standard conditions of hire item 6 "*Chelveston Village Hall does not have a license for the sale of alcohol. Alcohol may be served to guests free of charge or as a component of a ticket price. However, the Hirer is then deemed to be wholly responsible for the conduct of the event, and of those attending.*

*Whilst it is possible to obtain a Temporary Events Notice (TEN) from North Northamptonshire Council to override these restrictions, it is a condition of hire that the hirer must discuss any application for a TEN with the Village Hall Manager before the application is made. If an application is made without consultation, then the event will be cancelled and the security deposit forfeited".*

Andrew suggested that the *Star & Garter* licensees might be invited to provide alcoholic beverages at the VH as part of a joined up approach.

Peter asked if the candidate for the assistant caretaker post noted at the last meeting (item 2025. 51) had been interviewed? Mark undertook to find out.

*[Post-meeting note: The candidate had not been interviewed by Maxine, as the candidate was not available to work weekends.]*

The meeting closed at 20:07

The next scheduled meeting will be on Monday 24<sup>th</sup> November 2025.

## 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.  CC17a can be used for accruals, but is far too complicated. Our modified CC16a is easier.

#### **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.	Directors decided ARD to disconnect for routine use, but retain emergency access for 12 months.

### Foundation Finance

#### **Charge Cards:**

<b>Status</b>	<b>Outstanding Issues</b>	<b>Actions</b>
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.  <b>Chased with UTB in October</b>
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:**

<b>Status</b>	<b>Outstanding Issues</b>	<b>Actions</b>
<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>

**School House****Tenancy:**

<b>Status</b>	<b>Outstanding Issues</b>	<b>Actions</b>
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.  Due week commencing 27 <sup>th</sup> October.

**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 in response to newsletter advert, but not available to cover weekends.

**Security and access management:**

Status	Outstanding Issues	Actions
<del>ARD still has a full set of VH keys (but not SH) — these include door keys, shed keys, ladder keys etc.</del>  <del>ARD has a spare set of caretaker keys</del>  <del>Maxine holds spare keys for a new caretaker.</del>  <del>MHH holds a full set of keys and a diagram showing what they all do. He has the official list of key holders.</del>  <del>Four keys are in the key safe to which ARD knows the code.</del>	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.
Maxine and ARD are now the only people who can manage access codes for the keypad. Janet can see the key code list.	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>
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**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
<p>A new BT fibre connection has been ordered and a new firewall/gateway has been purchased</p>	<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</p>	<p>Currently delayed by OpenReach and a complaint has been lodged</p> <p><b>Due week commencing 27<sup>th</sup> October.</b></p>

	but won't be installed until the fibre goes live. ARD will coordinate this with Mike and Colin	
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### 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 need to be a part time employee on the CIO books and have the CIO provide the necessary equipment and materials.	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.	ARD to provide a copy of the list to the Directors

### AV system:

Status	Outstanding Issues	Actions
The existing projector needs replacement.	Only ARD knows how the current setup works	Projector ordered and being installed week commencing 27 <sup>th</sup> 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)

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 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.

ARD has written to them again and had no response

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