

**Minutes of the Eighth Meeting of the Directors of  
the Educational Foundation of Bailey and Levett  
CIO Monday 24<sup>th</sup> November 2025**

**Present:**

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

**2025. 65 Welcome and apologies**

The Chair welcomed everyone to the meeting and asked for apologies – Andy Cuthbert.

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

**2025. 66 Approval of the Minutes of the CIO meeting held on 27<sup>th</sup> October 2025**

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

**2025. 67 Director's Reports**

**Andy Cuthbert:** No report.

**Mark Hunter:** Following the chasing up with the UTB Sector Specialist Associate Relationship Manager regarding the long time to sort out the UTB Multipay cards, these have now finally arrived, and Janet has confirmed she has activated hers.

The spare projector remote has arrived and is stored in the “mouse” cupboard.

**Carol Parsons:** Emails and texts Maxine. Since January 2026 will be one year of being employed by the CIO, it would be appropriate to undertake a staff appraisal. Carol will do a 1:1 session first, then invite Maxine to the January CIO meeting to talk with the other directors.

**Andrew Seaman:** No report.

**Peter Smith:** Can't find the original quote for rabbit fencing, the second quote appears too dear, and a third quote appears too low.

**2025. 68 Clerk's report (October 2025)**

**Village Hall**

It has been a busy month, with bookings, all good and without damage to the Village Hall, but School House had the ongoing water leak repairs. Usage was up 49.7 hours on 2024, in part due to a “Dog First Aid Training Day”.

Income YTD @ Oct is £15,693.02 against full year budget of £16,000.

The new projector has been installed in the Village Hall.

The new BT Fibre has (finally) been installed, so School House now its own has 150MB connection. This will become a fallback if the Village Hall Gigaclear network fails.

## **2025. 69 Update on transition from ARD**

See Annex A for progress and decisions.

## **2025. 70 Update and adoption of Property Strategy**

Andrew went through the updated draft, which had been circulated before the meeting. The directors thanked Andrew for his work.

The directors **RESOLVED** to adopt the Property Strategy.

## **2025. 71 Update and adoption of Maintenance Strategy**

Andrew went through the updated draft, which had been circulated before the meeting. This would be a living document, potentially being updated quarterly as events occurred or became known. The directors thanked Andrew for his work.

The directors **RESOLVED** to adopt the Maintenance Strategy.

## **2025. 72 Request from the VIWP to attach wooden Christmas Trees to the VH railings and to draw power for festive lights**

Andrew advised that the Village Improvement Working Party (VIWP) had formally requested approval to attach three wooden Christmas trees to the Village Hall railings, and to use solar powered festive lights.

The directors were minded to agree, but suggested that to protect the Village Hall assets, the VIWP (and therefore the Parish Council) should be liable for making good any damage to the railings or other CIO property.

The directors **RESOLVED** to agree the VIWP request with the above condition.

## **2025.73 Meeting Dates for 2026**

Andrew had previously suggested (2025.55) moving to meeting every other month in 2026. As the directors would need to meet in January to approve the annual accounts, that gave a provisional timetable based on the fourth Monday of -

Jan 26<sup>th</sup>

Mar 23<sup>rd</sup>

May 26<sup>th</sup> (Tuesday to avoid the Spring Bank Holiday Monday)

July 27<sup>th</sup>

Sep 28<sup>th</sup>

Nov 23<sup>rd</sup>

## **2025. 74 Any Other Business**

It was suggested investigating whether a tax-free Christmas bonus to the staff was permitted under the HMRC rules.

The meeting closed at 20:22

The next meeting scheduled will be on Monday 26<sup>th</sup> January 2026.

## 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.

#### **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 daily.	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	<b>Cards delivered to Maxine and Janet.</b> <b>Card financial controls of no cash withdrawals and no items classified as "personal services".</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	150 MB BT full fibre now provided to the tenants.

## 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.	<p>The job is not an attractive one. Three assistant caretakers lasted only a couple of months. Repeated adverts haven't been successful.</p> <p>There is no caretaker holiday cover for Maxine, and the Hall is being closed for holidays.</p>	<p>Janet has volunteered to monitor the mailbox during Maxines holiday.</p> <p>Karl may be able to cover caretaking duties but will need training.</p> <p>Re-run the advert in the newsletter.</p>

### **Security and access management:**

Status	Outstanding Issues	Actions
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>	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
The main Village Hall has four 11kW gas heaters which can warm the space in around 12 minutes.	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 £3,000.	Nothing immediate but long-term planning needed on the future heating solution.

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	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	<p><del>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 Haleworth is being told that they can't get it yet, even though Ashbury has it!)</del></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>	150 MB BT full fibre now provided to the tenants, will be the backup for the VH once configured.

**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 15<sup>th</sup> 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.	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.	<del>Directors agreed Maxine calls-out contractors from the list.</del> ARD to provide a copy of the list to the Directors

**AV system:**

Status	Outstanding Issues	Actions
<del>The existing projector needs replacement.</del>	<del>Only ARD knows how the current setup works</del>	Projector installed.

**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 <i>School House</i> 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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