**Minutes of the First Annual General Meeting of the Educational Foundation of Bailey and Levett CIO**
**Monday 26th January 2026**

**Present:**

Directors: Andy Cuthbert, Mark Hunter, Carol Parsons, Andrew Seaman, and Peter Smith.
Officers: Maxine Routledge (Village Hall Manager).
Public: None.

## 2026. 01 Welcome and Apologies

Andrew Seaman, as the Chair, welcomed everyone to the meeting and explained that this was the first Annual General Meeting (AGM) of the new Charitable Incorporated Organisation (CIO) that had replaced the Educational Foundation in January 2025.

He explained the earlier charity had run for 265 years, but its governance model was no longer fit for purpose, in particular with the employment of paid staff which could only be achieved by being employed by the Clerk or Trustees as individuals, and the withdrawal of the church leadership (Canon Grant Brockhouse was the last ex-officio Chair in 2013) to focus on other, more pressing, pastoral matters.

## 2026. 02 To receive the Trustees Annual Report, which shall incorporate the accounts of the CIO referred to below, and give an account of the work of the CIO and its activities during the preceding year.

Andrew Seaman, as the Chair, went through the Trustees Annual Report.

The directors **RESOLVED** to approve the Trustees Annual Report for 2025 and to authorised it to be signed.

## 2026. 03 To receive the accounts of the CIO for the preceding Financial Year

Mark Hunter, as the Director for Finance and Governance, went through the draft accounts, and the CC16a submission for the Charity Commission, which had been independently examined by Mr. John Elldred (Treasurer of St John's PCC and a former banker).

The directors **RESOLVED** to approve the CIO accounts and CC16a submission for 2025 and to authorised them to be signed.

## 2026. 04 To note the names of the persons appointed to serve as Directors (Trustees)

Mark Hunter, as the Director for Finance and Governance, advised that Andy Cuthbert, Mark Hunter, Andrew Seaman, and Peter Smith had consented to re-appointment before the issue of the AGM agenda.

The directors **RESOLVED** to appoint Andy Cuthbert, Mark Hunter, Andrew Seaman, and Peter Smith as Directors of the CIO, to take office from the end of this AGM until the end of the next AGM.

(The vacancy created by Carol Parsons will be filled at the next ordinary meeting of the Directors).

**2026. 05 For the members of the CIO only to appoint one or more qualified auditors or independent examiners for the coming year to audit or examine the accounts of the CIO in accordance with the Charities Act 2011.**

Mark Hunter, as the Director for Finance and Governance, recommended that Janet McMillan (Finance officer) and Adrian Dale (consultant) prepare the accounts for 2026, and that John Elldred undertake the Independent Examination.

The Directors **RESOLVED** to appoint John Elldred to undertake the Independent Examination for 2026, if he was so willing.

**2026.06 To consider any other business of which due notice has to be given.**

Andrew Seaman, as the Chair, advised that no notice had been given.

The meeting closed at 19:43

The next meeting scheduled will be on ordinary meeting Monday 26th January 2026, to follow this AGM.