

**Minutes of the Ninth Meeting of the Directors of the
Educational Foundation of Bailey and Levett CIO
Monday 26th January 2026**

Present:

Directors: Andy Cuthbert, Mark Hunter, Carol Parsons (from item 2026.08),
Andrew Seaman, and Peter Smith.
Officers: Maxine Routledge (Village Hall Manager).

2026.07 Welcome and apologies

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

2026.08 To co-opt Carol Parsons as CIO Operations Director

By not consenting to re-appointment before the issue of the AGM agenda, Carol Parsons ceased to be a Director at the end of the AGM, creating a vacancy for an Operations Director.

Carol had subsequently consented to re-appointment, and the Directors could appoint her in accordance with section 10.10 of the Governing Document.

The directors **RESOLVED** to appoint Carol Parsons as the Operations Director.

2026.09 Approval of the Minutes of the CIO meeting held on 24th November 2025

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

2026.10 Director's Reports

Andy Cuthbert: No Report.

Mark Hunter: I have reviewed the draft accounts and TAR for 2025, agreed the Independent Examiner appointment, and arranged for the first AGM (held before this meeting).

I have checked that the Sequoia at *School House* was last inspected in 2024 by Luke Newman (£480).

a) The directors requested quotes be obtained for an inspection in 2026.

Carol Parsons: As January 2026 marked one year of being employed by the CIO, I did a 1:1 staff appraisal session with Maxine first, for which I will provide a written report, and then invited Maxine to the January CIO meeting to talk with the other directors.

Andrew Seaman: As per the agreed maintenance schedule, in addition to the routine inspections / works, and the rabbit fencing being undertaken by Peter, I recommend that works for 2026 include the noise/temperature insulation on the Village Hall side of the dividing wall, plaster patching works and redecoration of the main hall and corridor of the Village Hall, subject to funding.

Mark advised there were still IT changes to be completed this year, now that the new BT full fibre connection had finally been installed.

Peter Smith: The third rabbit fencing quote has finally arrived. I have dismissed one as too high, and am happy with both the other two, so I recommend proceeding with the lower quote (£651 + VAT). A contingency should be allowed for any unexpected works arising.

b) The directors **RESOLVED** to proceed with the quote from B L Brickwork Ltd, and confirmed Peter should avoid the weekends (dog classes) and advise the *School House* tenant prior to works starting in the paddock when the weather permitted.

Maxine Routledge was invited to speak by the Chair – She confirmed that she would be collating the list of hirers’ insurances from February, and this would then be updated annually.

As part of her appraisal with Carol, the non-taking of annual leave in 2025 had been raised, and she would endeavour to be more proactive in booking in 2026. To that end she had already blanked out a couple of dates.

With regard to holiday / weekend cover, she suggested the parish newsletter advert be made more specific about the weekends, as this was where possible bookings were having to be turned down.

Carol proposed a vote of thanks to Maxine for her work over the year and this was agreed.

2026.11 Clerk’s report (December 2025)

Village Hall

The hall was used for 70.66 hours in December, compared to 53.7 hours in 2024, the difference largely due to Chair Exercise classes & Weight Watchers.

The Aldi CCTV lobby camera ceased to operate after a software update (as no longer supported), and Maxine has temporarily deployed a spare RING camera from her home.

2026.12 Update on transition from ARD.

See Annex A for progress and decisions.

2026.13 Replacement of the CCTV camera.

Mark advised he had been to see the RING CCTV system used by Karl Goodman, which is a commercial system with imagery hosted via Amazon Web Services (AWS). Maxine was familiar with the system.

He recommended purchasing one camera (on offer at £34.99) for the entrance lobby (for bookings) and consideration be given to installing a second (floodlight & camera unit) at the rear to protect the storage shed (on offer at £119.99), replacing the existing floodlight.

Andy had some concerns about using a subscription model (i.e. cloud storage) compared to a local hard drive, He also advised going to higher resolution cameras than the 1080p HD offered.

Maxine suggested buying a spare camera for the lobby.

The directors **RESOLVED** to agree in principle to the purchase of the CCTV cameras, the make and models to be agreed electronically.

2026.14 Updates to section 4 of the Managing Document to cover notice of business at AGMs

Mark advised the Governing Document specifies that the AGM must include “To consider any other business of which due notice has to be given”, but is silent on the actual notice period. Accordingly he proposed adding a new section 4.10 to the Managing Document.

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).

The directors **RESOLVED** to agree to the updated Managing Document.

2026. 15 Any Other Business

The meeting discussed storage options, and generally preferred internal storage (security, frost protection and ease of access). A storage cupboard similar to that used in St John’s for the folding chairs might be a solution.

The meeting discussed the hall hire rates, costs per hire, and understanding the hirers’ usage. This would be a topic for the next meeting, once a review of the 2025 hire data analysis was completed.

The meeting noted Karl’s ceasing to be self-employed in 2026 would also be a topic for the March meeting.

The meeting closed at 20:42.

The next meeting scheduled will be on Monday 23rd March 2026.

Resolutions List

2026.02	Resolved to approve the Trustees Annual Report for 2025 and to authorise it to be signed.	NEW
2026.03	Resolved to approve the CIO accounts and CC16a submission for 2025 and to authorise them to be signed	NEW
2026.04	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.	NEW
2026.05	Resolved to appoint John Elldred to undertake the Independent Examination for 2026, if he was so willing.	NEW
2026.08	Resolved to appoint Carol Parsons as the Operations Director.	NEW
2026.09	Resolved to approve the Minutes for publication.	NEW
2026.10a	Requested quotes for tree inspection in 2026.	NEW
2026.10b	Resolved to proceed with the quote from B L Brickwork Ltd, and confirmed Peter should avoid the weekends (dog classes) and advise the <i>School House</i> tenant prior to works starting in the paddock when the weather permitted	NEW
2026.13	Resolved to agree in principle to the purchase of the CCTV cameras, the details to be agreed electronically.	NEW
2026.14	Resolved to agree to the updated Managing Document	NEW

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 now adds them directly to the Google Drive for upload to the EF website

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	Following ARD's drafting of the TAR and review by the directors, MHH has uploaded to the Charity Commission.

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 can alter the CSV files to update the website via the Google Drive.
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. MHH has access to the Google Drive.

Foundation Finance

Charge Cards:

Status	Outstanding Issues	Actions
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.
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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
<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:

Status	Outstanding Issues	Actions
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.

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>Re-run the advert in the newsletter, highlighting weekend cover.</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>	<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> <p>To be replaced with new CCTV cameras.</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.

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</p>	<p>Topic for the March CIO meeting</p>

	the CIO books and have the CIO provide the necessary equipment and materials.	
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.	Quotes agreed, Peter to place order.

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.	Directors agreed Maxine calls out contractors from the list. ARD to provide a copy of the list to the Directors

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. BG Lite have made contact about extending/ renewing the contracts
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