Minutes of the Tenth Meeting of the Directors of the Educational Foundation of Bailey and Levett CIO
Monday 23rd March 2026

Present:

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

2026. 16 Welcome and apologies

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

2026.17 Approval of the Minutes of the CIO meetings held on 26th January 2026

The directors **RESOLVED** to approve the Minutes of the First Annual General Meeting and the Ninth meeting for publication.

2026.18 Director's Reports

Mark Hunter: The Eufy CCTV system was ordered and installed. Whilst it initially performed well, the lobby camera has since suffered from drop-outs, which will be covered later in the meeting.

I have **r**eviewed hirers use in 2025 and will present this later in the meeting.

Following notification from Karl of a drain blockage at *School House*, and after seeking the recommendations of Peter and Andy, I arranged for Absolute Drainage Services to attend. They removed a blockage of fat and stones. Karl is looking into a cover for the drain to prevent further stones entering.

The remaining IT changes (following the BT full fibre installation) would be undertaken on Tuesday 31st March by HandsFree IT, supported by Adrian.

DW Garden Services have been asked to quote to inspect the Sequoia at *School House* (last inspected in 2024 (£480)).

I have discussed Karl's transitioning to being employed by the CIO, and will present this later in the meeting.

Maxine has reported the return of the cluster flies and I have suggested Wednesday 1st April for a visit from the Pestwise Pest Control.

Carol Parsons: Following a request from Maxine, I approved the purchase of a runner for the corridor (£30).

Andrew Seaman: I have not yet got the quotes for the Village Hall decorating and wall works, but hope to have them ready for the May meeting.

Peter Smith: I am awaiting dates for the start of the rabbit fencing, and will contact Karl about moss killer on rear lawn

2026. 19 Monthly Operations reports (January / February 2026)

January: Lobby CCTV went out of service, as reported at the January CIO meeting.

The hall hires are down ~ 10 hours on January 2025, and financially in the red for ~ £1.1k with some annual bills landing e.g. ~ £575 on insurance renewals.

February: We have a new weekly booking starting on a Wednesday in April, this is an overspill from a Martial Arts Club, so this should be permanent.

The new Eufy CCTV system has been installed. Cameras are still a little glitchy, a couple of times not picking up Joe going into the building, oddly this seems to be an evening glitch as it seems okay in daytime. We will just need to keep an eye on it. (I have enabled Wi-Fi fallback on the lobby camera, so it has two routes back to the home hub).

The hall hires are down ~ 47 hours on February 2025, mainly due to a gaming weekend and birthday parties last year.

2026.20 Update on transition from ARD.

See Annex A for progress and decisions.

2026.21 Further works on the CCTV camera.

Following the reports from Maxine, the spare and the lobby cameras were swapped over – this established the fault was the location. Andy advised altering the video bandwidth setting on the camera from AUTO to HIGH, but the issue remains.

The camera can use the hall Wi-Fi as a bridge back to the HomeHub, but there is a similar issue with the 2.4 GHz signal not being very strong there. Accordingly, HandsFree IT has been asked to look at installing a Wi-Fi extender near the lobby.

Separately, Karl has questioned whether the current CCTV signage and policy were still adequate, and so NACRE have been contacted for a model CCTV policy to check against ours.

The directors noted the report.

2026.22 Report on 2025 hirer use, and comparison of nearby halls.

Mark presented the details of the 2025 hires, the effects of cost increases, and the restraints on the timing of hire charge increases. In simple terms, an 8.4% rise in operating costs would require a £1 /hr rate increase to maintain the same surplus. The hire rates for Raunds, Stanwick and Higham Ferrers were compared.

The directors noted the report, and agreed that they would need to set any hire rate increase at the May meeting, in order to give sufficient notice to the hirers to take effect from 1st January 2027.

The directors noted that the ballet classes appear to be getting the rubber mats and equipment set-up / taken down for free. Maxine advised it took approx. 15 minutes to set up and take down, though this was not required every time, as it depended on any intervening meetings.

a) **The directors RESOLVED** that the ballet classes should be charged for the 15 minutes to set up and take down, where this is required.

The meeting also noted the Parish Council meetings were currently zero rated.

b) The directors RESOLVED that the Parish Council and its Working Groups would move from the zero rate to the normal rate from 1st April 2026. The Annual Parish Assembly and the charity meetings would remain at the zero rate.

Maxine Routledge left the meeting before item 2026.23.

2026. 23 Employment of a Handyman from April 2026.

Karl is winding up his business from the end March 2026, and if we wished to retain his services, he would have to become a part time employee of the CIO.

Karl's pay rate would be adjusted for the employer HMRC payments, so that the hourly cost to the CIO was broadly the same, which will be SCP 3.

The directors RESOLVED to offer Karl part-time employment of the CIO.

2026.24 Staffing – proposal for interim increase from April 2026 pending the national pay scales.

Mark advised the national pay negotiations would take several months to resolve, based on previous years, and the current SCP 2 rate (£12.65/hr) would fall below the minimum wage (£12.71/hr) from April 2026.

He therefore proposed an interim pay award of 2% to both keep the CIO legal and to avoid the staff having to wait 6 months to get any pay rise.

The directors RESOLVED to make an interim pay award of 2% from April 2026.

2026.25 Any Other Business.

Karl and Maxine had discussed the mesh and grass car park, and are of the opinion the top section requires some attention, potentially posing a health and safety risk to visitors when wet.

Karl discussed possible solutions with Tina Whitney (ex-Green Thumb) and concluded that there is no quick fix. We could close the area for 4-5 weeks and reseed, but Tina believes that the grass won't grow as the ground is too compacted.

It would be expensive to replace with caged gravel, so at this time, agreed to close the affected sections when considered unsafe.

Mark advised that Bionic (energy broker) had been in touch, regarding the British Gas Lite two year contract ending later this year. They will shortly advise of the new best prices for the contract renewal in December 2026. Accordingly he sought approval from the directors to agree the new rates with the broker.

The directors RESOLVED that Mark is authorised to agree the new energy rates with the broker.

The meeting closed at 20:27

The next meeting scheduled will be on Tuesday 26th May 2026 (avoiding the public holiday on the Monday).

Resolutions List

~~2026.02~~	~~Resolved to approve the Trustees Annual Report for 2025 and to authorise it to be signed.~~	Completed
~~2026.03~~	~~Resolved to approve the CIO accounts and CC16a submission for 2025 and to authorise them to be signed~~	Completed
~~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.~~	Completed
~~2026.05~~	~~Resolved to appoint John Elldred to undertake the Independent Examination for 2026, if he was so willing.~~	Completed
~~2026.08~~	~~Resolved to appoint Carol Parsons as the Operations Director.~~	Completed
~~2026.09~~	~~Resolved to approve the Minutes for publication.~~	Completed
2026.10a	Requested quotes for tree inspection in 2026.	Quote awaited from DW Garden Services
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 *School House* tenant prior to works starting in the paddock when the weather permitted	Awaiting start date
~~2026.13~~	~~Resolved to agree in principle to the purchase of the CCTV cameras, the details to be agreed electronically.~~	Completed
~~2026.14~~	~~Resolved to agree to the updated Managing Document~~	Completed
2026.17	Resolved to approve the Minutes for publication.	NEW
2026.22 a)	Resolved that the ballet classes should be charged for the 15 minutes to set up and take down, where this is required	NEW
2026.22 b)	Resolved that the Parish Council and its Working Groups would move from the zero rate to the normal rate from 1st April 2026. The Annual Parish Assembly and the charity meetings would remain at the zero rate	NEW
2026.23	Resolved to offer Karl part employment of the CIO.	NEW
2026.24	Resolved to make an interim pay award of 2% from April 2026.	NEW
2026.25	Resolved Mark is authorised to agree the new energy rates with the broker.	NEW

Annex A

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.

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
This can only be done at year end. Last year's process was different as we weren't using Hallmaster. This year will need a slightly different process to be designed.	The spreadsheet needs some manipulation to handle end of year accruals, and any debtors or creditors. The Charity Commission needs a different set of cash accounts without accruals in its own "special" format. The previous booking system generated anonymised invoices for the auditor. Hallmaster doesn't do this and so we need to devise a new approach.	~~ARD will work with Janet at year end to get the accounts ready to put into the balance sheet.~~ ~~ARD will work with Janet and MHH to prepare these at year end.~~ ARD and MHH will agree new documentation process.

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 look 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.	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. Re-run the advert in the newsletter, highlighting weekend cover. Maxine has interviewed one applicant, but not suitable. A second is to be interviewed during the Easter break.

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

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	There is no cooling for the main Hall	Long term planning, heat pump needed.

and changing the modes from summer to winter.		
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.	Karl is winding up his business on 15th 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.	CIO agreed to offer part time employment.
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 agree start date.

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.

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. Bionic will offer new rates in March for December 2026
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,	ARD has written to them again and had no response

	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.	