

**Minutes of the Eleventh Meeting of the Directors of
the Educational Foundation of Bailey and Levett
CIO Tuesday 26th May 2026**

Present:

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

2026.26 Welcome and apologies

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

2026.27 Approval of the Minutes of the tenth meeting held on 23rd March 2026

The directors **RESOLVED** to approve the Minutes of the Tenth meeting for publication.

2026.28 Director's Reports

Andy Cuthbert:

- Karl Goodman has been taken on as an employee, effective 1st April 2026.
- The annual boiler service was undertaken, and the Landlord's gas safety certificate has been issued.
- An inspection report found numerous cases of mould, and this will be discussed later in the meeting.
- I approved two repairs at *School House* - new bathroom blind (£65) and window repair (£175).
- The Renters Rights Act information sheet has been issued to the tenants.

Mark Hunter:

- As agreed by the Directors (2026.25), I entered into a new three-year energy agreement (effective December 2026) with British Gas Lite.
- The Sequoia at *School House* has been inspected by Alan Elderton (£490) with no issues needing attention.
- The Electrical Installation Condition Report (EICR) was undertaken today (26th) by Blandfords. This task was brought forward, to ensure any remedial works take place before the redecoration project.
- I have transferred the PayPal account to myself as the primary contact. The account is required for hirer payments and refunds only, as all other payments will be direct debits, BACS or MultiPay cards.
- We received a chaser for non-payment of Business Rates (we get 80% mandatory and 10-20% discretionary discount), which was a surprise as they hadn't issued a demand. Currently with NNC to provide the missing information.
- A GDPR query was received, relating to information in the accounts of the previous charity. Two documents have been redacted.

Carol Parsons:

- No report.

Andrew Seaman:

- I decided the soundproofing task required professional expertise and sought suitable contractors. I have briefed a contractor who has provided an investigation quote. This and my briefing paper will be discussed later in the meeting.

Peter Smith:

- Karl contacted me to advise the field fence needs replacing. The cattle have been leaning on it and the posts break at the concreted bases. Two contractors have visited, but not supplied quotes, I have two more coming.
- I will speak to Stuart about using barbed wire on his side of the fence, to deter the cattle.

2026. 29 Monthly Operations reports (March / April 2026)

March:

- The network updates were carried out on Tues 31st March by HandsFreeIT and the cameras at the moment are all okay.
- Pestwise came in on Weds 1st April to deal with the Cluster flies.
- CCTV signage has been added to the secure shed and a draft updated CCTV policy sent to Karl & Maxine for comments.
- Following the unblocking of the outside drain, Karl has added a raised stone edge around the drain to reduce likelihood of stones re-entering. Sharmaine has been reminded not to pour fat down the sink.
- The electrical and gas safety checks and landlord's certificates have been done and sent to Andy by Orlebar's.
- So far only one quote for inspecting the Sequoia. Several tree "inspectors" have stopped climbing, but still chasing a second quote for comparison.
- It has been reported that some felt has come off the roof of the *School House* shed – Karl and Peter aware.
- Interim 2% pay uplift effective 1st April (keeps us legal on minimum wage).

March hire was down 12 hours on 2025, mainly due to Birthday Parties & Tai Chi Classes. Around 69 hours down on the first Quarter.

April:

- April was a quiet month, with it being Easter, obviously Lucy was not in much.
- Karina has booked some evening mid-week slots late July - early September, this will be when Lucy has finished for the term.
- Cluster flies seem to be all gone for now, since fumigation on 1st April.
- Cameras all working, no problems since the network upgrade.
- Inspection of the sequoia tree in the front garden.
- *School House* shed roof repair (Karl).

April hire was down 48.27 hours on 2025, albeit some of the 2025 meetings were FOC. For the first 4 months hires are down ~ 118 hrs on 2025. There are 3 hrs (2 x 1.5hrs) for the PC and VIEG meetings in April 2026, that have not been invoiced yet.

2026.30 Update on transition from ARD.

See Annex A for progress and decisions.

2026.31 To agree to the increased hire charges, effective 1st January 2027.

Following the earlier review of the hirer use and the other village hall charges (2026.22), the directors were asked to approve a £1/hr increase on all rates (save the FOC rate), effective 1st January 2027 to give the hirers' 6 months' notice.

The directors **RESOLVED** to agree the £1/hr increase from 1st January 2027.

2026.32 A proposal on soundproofing the Village Hall/School House adjoining wall.

Andrew presented a report and the quote that he had circulated before the meeting. The meeting debated the return on investment, the issues late night activities, including safety of staff attending to enforce hire end, late night events using the rear paddock, and alternative options.

The meeting thanked Andrew for his work to date.

The directors **RESOLVED** to defer soundproofing the dividing wall.

2026.33 Mould prevention in *School House*.

Andy referred to the recent inspection and the numerous cases of mould detected, and two possible dehumidifier solutions, one temporary portable unit (tenant operated) and one permanent loft mounted unit (landlord controlled).

The meeting debated the options, and preferred the loft mounted unit

The directors RESOLVED to proceed with the loft mounted unit, subject to three quotes (supply and installation) for best value.

2026.34 Any Other Business.

Carol asked if the Events Team could hold an event on the evening of Friday 4th December 2026. This would mean cancelling the last class scheduled for that afternoon. The directors agreed, on the basis that 6 months was sufficient notice for the classes to be reorganised. Carol would notify Maxine accordingly.

Carol would check with Maxine on using her annual leave throughout the year.

Andrew asked about the website. Mark advised it had been designed to mirror a Google Drive repository and the front end would not easily be updated to modern graphics.

The meeting closed at 20:22

The next meeting scheduled will be on Monday 27th July 2026.

Resolutions List

2026.10a	Requested quotes for tree inspection in 2026.	Completed
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	Awaiting start date
2026.17	Resolved to approve the Minutes for publication.	Completed
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	Will be implemented at the start of the September term.
2026.22 b)	Resolved that the Parish Council and its Working Groups would move from the zero rate to the normal rate from 1 st April 2026. The Annual Parish Assembly and the charity meetings would remain at the zero rate	The PC has not yet been invoiced for April and May
2026.23	Resolved to offer Karl part employment of the CIO.	Completed
2026.24	Resolved to make an interim pay award of 2% from April 2026.	Completed
2026.25	Resolved Mark is authorised to agree the new energy rates with the broker.	Completed
2026.27	Resolved to approve the Minutes for publication	NEW
2026.31	Resolved to agree the £1/hr increase from 1 st January 2027	NEW
2026.32	Resolved to defer soundproofing the dividing wall	NEW
2026.33	Resolved to proceed with the loft mounted unit, subject to three quotes (supply and installation) for best value.	NEW

Annex A

Foundation Finance

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.

School House

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.	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 Maxine's holidays. Re-run the advert in the newsletter, highlighting weekend cover.

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 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
Several fence posts and rails in the paddock are now rotten.	We have already agreed for replacements in oak.	Peter to get quotes for fence replacement.
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:

Status	Outstanding Issues	Actions
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.	Close as "No Further Action".