

**Minutes of the Twelfth Meeting of the Directors of
the Educational Foundation of Bailey and Levett
CIO Monday 27th July 2026**

Present:

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

2026.35 Welcome and apologies

The Chair welcomed everyone to the meeting and asked for apologies – Peter Smith.

2026.36 Approval of the Minutes of the eleventh meeting held on 26th May 2026

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

2026.37 Director's Reports

Andy Cuthbert:

- Annual rent increase, the directors had agreed an uplift to £1,425, but the agent issued section 13 notice was for £1,450.
- The windows and gutters at the Village Hall and *School House* were cleaned on 2nd July.
- Mould prevention in *School House* – still getting quotes for attic system.

Mark Hunter:

- Thanks to chasing by Janet, the Business Rates have now been sorted (we get 80% mandatory and 10% discretionary discount). The overall cost has gone up by £46.10 for the year.
- We have been notified by our supplier of increased non-energy costs that will land from 1st August. From December 2025, a new levy was introduced to help fund future low-carbon electricity generation, and from April 2026, the cost of using the electricity network increased significantly, to support further investment in the electricity network. These amount to ~ £8 / month = ~ £96 /year.
- Due to a visit from suspected travellers, the car park was temporarily chained when not in use for a week or so. Maxine has requested additional CCTV coverage of the rear door and this will be discussed later in the meeting.
- Following receipt of the Electrical Installation Condition Report (EICR) on 8th June, there were no C1 or C2 issues, but a number of C3 observations. Adrian has attended to some of these, but Blandfords has been asked to quote for installing surge protection for both the Village Hall and *School House*. This will be discussed later in the meeting.
- The PayPal account required routine compliance verification, at which point it was identified that the old charity Trustees were still listed. They have been removed and the CIO Directors added, along with the CIO charity registration.

Carol Parsons:

- Continues to meet with Maxine.
- Had concerns about staff working in the recent heatwaves and this will be discussed later in the meeting.
- The hire conditions state “*If the Hirer wishes to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Village Hall Manager*”. Carol felt some guidance for Maxine would be useful. The directors felt that a cancellation at less than 24 hours’ notice would incur loss of deposit (if applicable) or charging for the staff costs incurred (locking/unlocking etc), at the Manager’s discretion.

Andrew Seaman:

- The Heritage Art project was installed earlier today. The official “unveiling” for the funders would take place on 8th August. A larger event would take place in October to recruit more volunteers.
- Andrew is compiling a list of minor maintenance tasks for Karl,

Peter Smith (via Mark):

- Karl has sanded down and varnished the back door.
- Karl was on hand on 21st July for the septic tank emptying.
- The grass isn't growing much, but the trees are losing a lot of leaves, so Karl is putting the mower round most weeks just to sweep up the leaves.

2026. 38 Monthly Operations reports (May / June 2026)**May:**

- We obviously had a couple of Bank holidays, and half term in May, so that will affect the figures.
- We had Gamers weekend in early May, and the new dog class Schnozzles this weekend, which we had good feedback and Deborah said she would like to use the hall again.
- I have noticed that the back door could do with varnishing, not sure if next time you are passing that you want to take a look at it, this is a job I am sure Karl could do.
- Hirers will be notified of the £1/hr increase to hire rate from 1st Jan 2027.
- EICR undertaken by Blanford, awaiting their formal report. Three exterior lights and one internal emergency light found to have failed have already been repaired/replaced by Adrian.
- Routine inspection of *School House* revealed ongoing mould issues, and the directors have agreed to investigate loft mounted moisture extraction.

June:

- We have had an odd month due to the heat, Lucy has cancelled a couple of bookings, and re-scheduled for the summer holidays, no one else cancelled due to the weather.

- The E3 church has cancelled all bookings, as they are now doing everything on-line.
- Schnozzles, the dog specialist trainer, has booked a couple more sessions.
- The back door has come up really good and looks a lot better.

Hires / costs:

- Year to date, the hires are down ~ 138 hrs on 2025.
- At halfway through the year (30th June), the Foundation is currently £1,638.49 in profit.

2026.39 Update on transition from ARD.

See Annex A for progress and decisions.

2026.40 To agree to extend the CCTV coverage in view of recent events.

We already have a spare camera in stock, so the only costs will be installing a convenient power socket in the rear corridor. Adrian can do this for ~ £30.

The directors **RESOLVED** to extend the CCTV coverage.

2026.41 An update on hot weather working.

Carol had requested this due to heatwaves experienced in June and July.

The hall has air conditioning in the “new” wing i.e. corridor and kitchen, and these have been used as “cool rooms” by the staff and hirers. Some of the more active classes have been cancelled / postponed on the hottest days e.g. ballet classes.

At higher exposure risk is Karl, as the majority of his work is outdoors, but nearly all his work can be done outside the peak sun hours. The grass growth has slowed down, reducing the need to cut as often. Karl also has access to the hall so could come in and cool down if required.

2026.42 Electrical works (surge protection).

The Electrical Installation Condition Report (EICR) had no C1 or C2 issues, but a number of C3 observations. Adrian has attended to some of these, but Blandfords were asked to quote for installing surge protection for both the Village Hall and *School House*.

This is for information at this time, as the quote has not yet been received.

2026.43 Rear garden/paddock wildlife suggestion.

Andrew explained the suggestion from Jennie Clark, who has adapted the Wildlife Trust’s “Churchyard Conservation Award Scheme” and tailored it for the Village Hall grounds.

The directors reviewed how they could implement the proposed grounds management plan, and what parts they could not.

Andrew would take the directors proposals back to Jennie to revise the management plan, so that it could be adopted at the next meeting.

2026.44 Any Other Business.

The actions from the previous meeting were reviewed

Carol asked if the Events Team could have the Village Hall on Friday 16th October, as St John's could no longer accommodate them due to a wedding preparation - this would mean cancelling an existing booking. Carol was asked to check if the Events Team could meet on Saturday 17th October instead, as that date was free?

Carol asked if the Events Team could have four events annually, spread out during the year (2027 onwards). This was considered acceptable, but it would be helpful if the dates could be chosen well in advance to allow the hire classes to plan appropriately.

The directors **RESOLVED** to allow the Events Team four events annually, spread out during the year (2027 onwards),

The meeting closed at 20.27

The next meeting scheduled will be on Monday 28th September 2026.

Resolutions List

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 fencing installation starting Tuesday 28 th July
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 1st April 2026. The Annual Parish Assembly and the charity meetings would remain at the zero rate~~	Completed – the PC is being invoiced quarterly.
~~2026.27~~	~~Resolved to approve the Minutes for publication~~	Completed
2026.31	Resolved to agree the £1/hr increase from 1 st January 2027	Hirers have been notified of new rates.
2026.32	Resolved to defer soundproofing the dividing wall	Deferred
2026.33	Resolved to proceed with the loft mounted unit, subject to three quotes (supply and installation) for best value.	Obtaining quotes
2026.36	Resolved to approve the Minutes for publication	NEW
2026.40	Resolved to extend the CCTV coverage	NEW
2026.44	Resolved to allow the Events Team four events annually, spread out during the year (2027 onwards)	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. One response so far. 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	Completed

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.	New fencing installation starting Tuesday 28 th July

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