

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE
COMMUNITY UPDATE
FRIDAY 27th JUNE 2025
IN CODFORD VILLAGE HALL AT 6PM

Welcome and Introduction

Welcome and thank you for joining us tonight, we appreciate your interest in CVH. A year ago the status of the charity changed and we moved to the new model of a Charitable Incorporated Organisation, in doing so we adopted the Charity Commission's recommended governance structure. This provides clarity over such things as appointment of trustees, membership of the charity and beneficiaries. Of particular note, this classifies the trustees as being the formal "members" of the CIO, and not the beneficiaries or interested stakeholders. Therefore, this meeting is not part of the formal governance of the charity and is not an AGM and we will not be asking for votes as had been the previous practice.

However, I wish to assure you all that the trustees really value the support, assistance and advice we get from the Community that we seek to serve. We continue to aim to be as transparent as possible about our decisions and actions to demonstrate that we strive to act for the benefit of all in our community. That is why we publish the minutes of our meetings on our website and will take opportunities, such as the Parish Council's village meeting and this meeting, to talk about what we've been up to, where we are now and our plans for the future. I hope that you find what we have to say of interest and look forward to your feedback.

Matters Arising from 2024

- a. Clarification was asked for on whether interested parties who are not committee members or trustees of CVH can attend the CVHMC AGM. It was confirmed that they can attend as observers but are not able to vote.
- b. There was a question as to the need for a community meeting to be held in addition to the Parish Council village meeting. There is no need but it is considered to be polite as only a brief summary from CVH was presented at the PC meeting and the CVHMC Community Update meeting provides more information on CVH and its plans for the future.
- c. Attendees were asked if they felt they needed to have a paper copy of paperwork relating to the meeting as if they didn't it would reduce the amount of paper used. The question of sending minutes by email was raised. JM explained that the committee was trying to reduce the workload of the secretary and administering an email list for this purpose would add considerably to their workload. It was agreed that 6 paper copies would be available at the next meeting.

Booking Hub Report

We're pleased to announce the launch of our new online booking system for Codford Village Hall. It is a simpler, more transparent way to reserve our spaces for your events, meetings, and activities. How It Works:

- Visit our booking calendar at <https://hallbookingonline.com/codford/index.php>
- Select your preferred date and room (Main Hall, Kitchen, Edwards Room, Broadleaze Bar)
- View real-time availability and submit your booking request with just a few clicks. The booking clerk will review and confirm bookings promptly via email.

The key benefits are:

- Convenience: Book anytime, from anywhere, without needing to call or email
- Clarity: Transparent calendar view helps avoid double-bookings
- Efficiency: Instant access to availability speeds up planning for everyone
- Inclusion: Community groups, clubs, and private users can all navigate the system easily

This platform helps to make Codford Village Hall even more accessible and responsive to the needs of our community. Whether you're planning a yoga class, a birthday party, or a public meeting we've made hiring the Hall a seamless experience.

Confirmation was given that all existing bookings have been uploaded to the new booking calendar and that the booking calendar has been built around room hire in order to prevent over complicating its administration. There are instructions within the booking hub on who to contact to request additional items which are not listed in the hire charge document. CVH website will have a direct link to the booking hub.

Answers to queries raised:-

Q “Is there an area on the CVH website where an email request can be made?”.

A This will be investigated and if possible a link will be added.

Q Is the booking hub only available to Codford residents?

A The hire structures which give Codford residents a lower hire charge was explained.

Q What happens if there is a clash of bookings between a Codford resident and a non-Codford resident.

A If this should occur the booking clerk will investigate and seek guidance on the issue.

Q Can bookings be cancelled within the booking hub.

A Yes they can.

The need for the booking hub was explained. One of the reasons for moving forward with the new booking hub is to ensure that financially CVHMC are making the most efficient use of the 5 hours a week that the booking clerk is salaried for. As the booking hub is available 24 hours a day hirers will be able to view most of the information they need within it thus reducing the need to contact the booking clerk. This will enable the booking clerk time to respond to additional queries within those 5 hours.

CVH have a plan to have a different food truck in the CVH car park every Friday. They will be advertised on the CVH website, the blackboard and on Facebook. Suggestions for additional food truck traders would be welcomed and details can be emailed to the bookings clerk.

The Development Project and Fundraising for the Charity's Future Objectives

As you might expect, the principal responsibilities of the charity trustees are to safeguard the Charity's assets in order to deliver the services that the people of Codford expect from the Village Hall. For those of

you who were here last year you would have heard me briefing on the four main areas of concern or risks that face the trustees and management committee. To remind you, these were:

- The building at large, particularly the roof
- Rising Energy Costs
- Ageing Workforce
- H&S

I'll quickly bring you up to date with our plans to deal with just the first two of these issues:-

Fund raising. Our principal fund-raising objectives are

Priority 1: To maintain the building and

Priority 2: To improve and modernise the facility to keep it fit for purpose.

To briefly recap, the roof is showing signs of deterioration and needs replacing if it is to see the building through its second 30 years of life. The roof represents the foundation on which the majority of subsequent improvements are built. Secondary to the roof itself are considerations such as reducing running costs, generating our own power, shrinking the size of the carbon footprint that the building theoretically occupies and modernising the facilities to make the hall a place that people want to use and enjoy. The focus to replace the roof and make the Village Hall fit for the next 30 years therefore remains our principal funding objective. Last year I told you about our plan to seek significant funding from the government's Community Ownership Fund or COF. Our potential bid would have been upwards of £250k and would cover most of the environmental and energy packages that we have in scope. We were aiming to apply to the COF during the June 2024 final bidding window when the COF was abruptly halted when the General Election was called. The new Labour government has not continued the scheme that the Conservatives started and have instead wound it up. Undeterred, our second funding attack was centred on a funding pot under the VCSE or Voluntary, Community, and Social Enterprise Energy Efficiency Scheme. Significant effort was applied into formulating a bid which, despite a good deal of positive vibes was ultimately unsuccessful, although we definitely ticked all the right boxes. Without knowing the actual reason for not winning a grant, we suspect that the closure of the COF led many organisations in search of funds to switch their focus to the VCSE. Thus, perhaps we were washed out by the deluge of other bids. Despite these setbacks there is cause for hope and optimism. Alec made a small bid to the Lottery Heritage Fund for monies to replace all the windows in the building. This was successful and we received £20k from that source. The Warminster Area Board added almost £5k and a private Codford benefactor kindly added the balance of funding to cover the entire cost. Our thanks go to Alec for taking the initiative and to the LHF, Warminster Area Board and the generous Codford resident for making this happen. The building certainly looks the better for the windows and hopefully will be warmer come the cold weather. Also, through Lionel French's contacts we have secured a promise of £20k towards the overall project from a grant funder, albeit that there are some T & Cs attached.

Another cause for optimism is the help and advice from several grant advisory bodies who have run webinars on the subject which can only help us improve the quality of the bids that we will make in the future. Having had previous success with the LHF, it will be to the Lottery that we will turn to try to secure the main funding that we need. That is not to say that we will put all our eggs in one basket. Rather, we will still be trying for lesser amounts from other bodies with the intent of consuming the 'building elephant' one bite at a time. What looked in the early days like a potential sprint to success,

the truth is that achieving the funding that we need may be more of a marathon, which we are happy to dig into and run.

JM confirmed that funding offers were welcomed from all social enterprises and CVH would welcome any information on anyone, individual or corporate, that they could contact and/or meet with to discuss potential funding opportunities.

DB confirmed he will investigate whether local companies might offer funding.

JM confirmed that although DB is standing down as Vice Chair of CVHMC and CVH Parish Council Representative he will remain as part of The Development Project team.

JM gave a vote of thanks to DB for the work he has done over the years as part of CVHMC.

Chairman's Summary

I would like to finish with some thanks:

The Charity's generous donors; the Village Hall is dependent on donations. The Parish Council contributes significantly towards overheads, repairs and development, and other welcome donations and been made by Thursday Café, the Fireworks Committee, the Fête Committee, plus some generous individuals. Our loyal staff who keep CVH clean and smoothly operating. Our Volunteers – my fellow trustees, the Maintenance Team and all the others who selflessly contribute their time and efforts to keep the Hall going. Our Regular Hirers and affiliated clubs, groups and societies for continuing to serve the community and create activities at its heart. All of those who attend events and make use of the facilities and, in particular, those of you here this evening who continue to show an active interest and support us in our tasks.

In conclusion, I wish to make a particular point of thanks to our veteran committee member Don Bartlett. After more years than he can remember, Don has decided to stand down from being a trustee as well as a parish councillor. For a long time now, Don has been the formal link between these two organisations making this key relationship work smoothly (under the watchful eye of Karungi of course at both ends).

He is to be replaced in that liaison role by Niki Carpenter and I'd like to thank Niki for taking that on.

In recent years, Don has also been the Vice Chair of the Committee and I personally have much appreciated his considered input into a number of tricky issues that we've had to deal with. I'm very pleased though that Don has kindly agreed to continue as our fundraising lead for redevelopment project.