

CODFORD VILLAGE HALL MEETING MINUTES
20th MARCH 2025

<p>Trustees Present</p> <p>John McIntosh JM* Chair John Curtis JC* Treasurer Nicky Cornock NiC* Secretary Alec Thomson AT Sarah Palmer SP Jamie Rideout JR</p> <p>* Indicates also CBB Director</p>	<p>Apologies/Absent</p> <p>Don Bartlett DB* Vice Chair Niki Carpenter NC Janine Clarke JaC Karungi Grant KG</p>
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ITEM	POINTS COVERED	ACTION
1.	<p>Introduction</p> <p>a. Apologies</p> <p>b. Matters Arising: Matters arising specific to any agenda item are shown in the appropriate section below.</p> <p>c. Previous Minutes: The minutes from the meeting held on the 20th February 2025 were approved and accepted.</p>	
2.	Financial Issues	
2.1	<p>Matters Arising:</p> <p>a. JC/SP have looked at CBB data for the previous 3 years to prepare a draft budget. Their findings are below. Ongoing</p> <p>b. The initial meeting has taken place to discuss the progress of the booking calendar. JaC is arranging a further meeting to address points raised at this meeting.</p>	JaC

2.2	<p>Treasurers Report:</p> <ul style="list-style-type: none"> a. The summary report of the combined financial performance for CVH and CBB for the current year to the end of February (11 months) was forwarded by email. b. JC explained that on 01/04/2025 all CBB costs will need to increase due to the additional expenses imposed by the Government in relation to national insurance contributions, the minimum wage legislation etc. Following on from his and SPs work in looking at data from previous years their rationale is that an increase of 6.4% is necessary across all CBB stock. Discussions were held looking at the possibility of reducing opening hours and increasing events together with the figure necessary to reduce the impact of the increases. The committee voted that opening hours would be reduced by one hour per week to reduce the impact on customer numbers whilst still reducing overheads along with an increase of 6.7% across all CBB stock. JM thanked SP and JC for their diligent work on this. c. JC confirmed that CBB needs to generate a profit in order to support CVH in 2025/2026 if there is no increase in the VH rental rates. This is necessary to avoid a shortfall in VH income. Rental rates will be discussed and agreed at the upcoming booking calendar meeting. d. JC advised that he had attended the Area Board meeting with AT who had prepared the bid presentation. The bid was successful with CVH being awarded £4,900.00. JC thanked AT for putting the bid presentation together. 	
3.	Events and Rentals	
3.1	<p>Matters Arising:</p> <ul style="list-style-type: none"> a. Information regarding insurance needed for the Terms of Hire document. Ongoing 	

	<ul style="list-style-type: none"> b. JC to check what information JaC needs to pass on to hirers to ensure appropriate insurance is in place. c. JC investigated if the presence of food vans has had an impact on CBB income. No noticeable difference was seen but it was agreed it is early days. Closed d. Information if a trader will only accept cash, to be included in advertising. e. No information has been able to be added to the blackboard as it has been refurbished. See comments later regarding the future of the blackboard. Closed. 	<p>JC/JaC</p> <p>JaC</p>
3.2	<p>Events Committee:</p> <ul style="list-style-type: none"> a. JR confirmed he will liaise with JaC to facilitate forward planning of events to try to ensure there is at least one event a month taking place in the VH to increase the income for the VH itself. b. Following a request from JaC for a risk assessment specific to the kitchen, NiC will forward it to JaC for her agreement and/or amendments. c. The Terms of Hire document needs to include NC's amendments. NiC will deal with this and ensure it is available for the next booking calendar meeting for approval. (Afternote: JM identified the query of minimum age to guarantee a hiring, involving alcohol, requires a vote of trustees – NiC to arrange) 	<p>JR</p> <p>NiC/JaC</p> <p>NiC</p>
4.	Bar Managers's Report	
4.1	Matters Arising:	

	<p>a. Chairs are being checked by AT/SP for damage/safety issues. Ongoing.</p> <p>b. The installation of the new windows seems to have had a positive effect on the heating in the bar.</p> <p>Customers have commented positively on the appearance of the new windows. The bar seems warmer. Closed</p>	
4.2	<p>a. Following the correspondence from the Thursday coffee morning concerning the cleaning of CBB, SP confirmed that bar staff have been instructed to ensure the tables and carpet are cleaned after the skittles matches. SP/JR to speak to skittles leads to ask them to assist to reduce the problem. SP to investigate the purchase of a small Hoover for the bar to enable the floor to be cleaned.</p>	<p>SP/JR</p> <p>SP</p>
5.	Building and Estate:	
5.1	<p>Matters Arising:</p> <p>a. The faulty heaters in the main hall have been repaired. Closed</p> <p>b. AT has investigated costings for the new floor cleaner. The first price he has is £2,061.00 for a new machine which includes VAT, training and delivery. He is investigating potential grant sources for it. JM indicated that there is potentially a donation of £500.00 incoming from the Thursday Coffee Mornings. AT will investigate alternative suppliers and a decision will be made on which machine to purchase once all quotes have been received.</p> <p>c. All work to replace the windows has been completed apart from some remedial work needing to be done to the locks. Temporary locks are in place and New Windows will return to fit new locks.</p> <p>d. AT advised the Lottery requires evidence of the work and that he will produce an article and photographs which he will send to various local websites and publications. A vote of thanks was given to AT for all his work in sourcing funds, project managing</p>	<p>AT</p> <p>AT</p>

	the work and ensuring there was as little disruption as possible to the VH whilst work was being done.	
5.2	<p>Maintenance Update:</p> <ul style="list-style-type: none"> a. The satellite dish has been moved to a higher position to avoid damage. b. Subsequent to the recent repairs, another heating element in the main hall requires replacement. c. The faulty light in the ladies WC has been replaced with an LED light at a cost of £40.00. d. The old window frame wood has been disposed of. e. One gutter downpipe and one light have been replaced. f. Scrub has been cleared and burnt. g. CVH had been donated a hibiscus which has been planted. h. Chris Gwynne has joined the maintenance team. i. The roller shutter doors on the tractor shed are a safety concern. AT has fitted a padlock to them to restrict access and avoid potential safety issues for hirers of the VH which will give access only to staff instructed in its use. The question was raised as to whether a large door is needed and it was agreed it was for ease of access. AT will investigate the cost of a replacement roller shutter door. j. There are issues with hirers using the bifold doors in the main hall. Users are leaving keys in the locks when opening the doors resulting in keys breaking off in the locks and needing to be replaced. The question was raised asking if hirers should pay for the replacement keys either with an invoice at the end of the hire or by having the cost of replacement keys deducted from their 	AT

	deposit. This also raised the question over what deposit if any is paid by hirers. JaC/JC can advise on this.	JaC/JC
6.	Committee Administration	
	<p>Matters Arising:</p> <p>a. There are still issues relating to responses to emails.</p> <p>It was clarified that only emails needing a response need a reply to the secretary. It was suggested that the subject line of the email should say either “for information only no response required” or “action required please respond”. NiC will amend emails sent.</p>	NiC
6.1	a. JM confirmed that NC has been appointed as the new CVHMC Contracts Manager. She will work alongside the Treasurer to administer all aspects of CVHs future contracts, e.g. electricity, insurance etc.	
7.	Parish Council:	
7.1	<p>Matters Arising:</p> <p>a. DB has updated the Parish Council in relation to the VH financial situation. Closed</p>	
8.	Development Project	
	<p>Matters Arising:-</p> <p>a. JM’s engagement with Landmarc regarding potential donation. Ongoing, awaiting contact details from JR.</p>	JR
9.	HR Updates	
9.1	Matters Arising:	

	<p>a. SP will confirm if she has a signed copy of Aiden's contract and, if so, share with JM. If not, JM will create a new one for signature.</p> <p>b. Updated staff handbook and job appraisal forms to be shared to enable appraisals to be completed. Ongoing</p>	<p>SP/JM</p> <p>DB</p>
10.	Any Other Business	
10.1	<p>Matters Arising:</p> <p>a. A suitable day/time needs to be agreed for the proposed events for young people in the area. SP will contact KG to discuss this. Ongoing</p>	SP/KG
10.2	<p>a. The outside blackboard has been repainted although it is likely it will only last for another 6 months before a replacement is needed which will need to be freestanding and not attached to the neighbour's fence. JR/AT will erect new posts and a new blackboard.</p> <p>b. SP asked for assistance as she is not able to log in to her VH work from her new laptop. JM will meet with her to deal with the issue.</p>	<p>AT/JR</p> <p>SP/JM</p>

Meeting closed at 9.30pm

Nicky Cornock
Secretary