

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES

15th MAY 2025

Trustees Present: John McIntosh JM* Chair John Curtis JC* Treasurer Nicky Cornock NiC* Secretary Alec Thomson AT Karungi Grant KG Janine Clarke JaC Sarah Palmer SP Jamie Rideout JR * Indicates also CBB Director	Apologies/Absent: Don Bartlett DB* Vice Chair Lysa Heaton LH Niki Carpenter NC Present Pete Cornock PC
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ITEM	POINTS COVERED	ACTION
1.	Introduction a. Matters arising specific to any agenda item are shown in the appropriate section below. b. The minutes from the meeting held on the 17th April 2025 were approved and accepted.	
2	Booking Calendar Presentation a. JC gave a presentation on the chosen booking calendar which is considered good value for money at £10.00 per month. After discussion various amendments to its layout and content were proposed and agreed. JC will finalise the amendments to allow the BC to be approved at the June meeting of CVHMC. b. JaC will investigate how the risk assessment can be added as a link (which can be completed electronically) to the online booking system. c. JM/JC/JaC/KG are working on the hall hire document which will be available on the BC for hirers to view. d. JC will amend the BC to remove the option to book the Edwards Room bar separately from the room. e. Rental Rates were discussed at length in particular the charges for CBB during opening and non-opening hours. JM/JC will meet to finalise this. f. JC will then update the rental rates document with the charges for CBB. g. The rental rates for new hires will apply from the date the BC goes live. h. JaC will email all regular hirers before 01/06/2025 to advise them that their new rental rates will apply from 01/07/2025. i. All work on the rental rates will be finalised in the 2 weeks following the meeting. They will then be uploaded to the website. Prior to the new rates being uploaded to the website the current rates will be removed and instructions added that the booking clerk will advise on rental rates.	JC JaC JM/JC/JaC/KG JC JM/JC JC JaC NiC

	<ul style="list-style-type: none"> j. JC will add an additional box on the home page to direct hirers straight to the hire rates document to save them time scrolling through the site for information. k. Other Matters Arising from the Booking Calendar presentation were discussed. The question of regular hirers having a contract with CVH was raised. As this was unclear all hirers will now complete a booking form and this will form the contract of hire between CVH and the hirer. l. Miscellaneous items, eg the field, tables and chairs have been removed from the rental rates document. A note will be added to it to advise hirers what items are available and that they should contact the booking clerk for availability and cost. m. JC will check and advise if the BC automatically calculates the cost of a hire to ease the workload of the booking clerk n. JC will remove the ability for hirers to have a set up and shutdown time of 15 minutes without charge. Hirers will be charged for the exact period of the hire on their booking form. If they request additional time or occupy the hall outside of the booked times they will be charged the appropriate rate. o. JC confirmed he had reviewed the previous 3 months invoices to enable him to make a decision on the new charges. The new charges could lead to a 20% uplift in VH income if the VH has the same number of hirers over the same period of time. p. JC advised that the charges for the band hiring the Edwards Room need to be addressed. JaC will look into this. q. There are no immediate plans to increase the rental of the Forbes Room or food van pitch fees. r. AT agreed that casual opening of the bar should cease to ensure bookings are charged correctly. SP confirmed that she does advertise that CBB is open when a meeting is taking place outside of normal opening hours to encourage additional bar trade s. It was agreed that within the BC a “what’s on” section would be useful for anyone looking for information on events. As there is already a “what’s on” page on the CVH website could a link be included in the BC to direct them there? JC to investigate. 	<p>JC</p> <p>JC</p> <p>JC</p> <p>JaC</p> <p>JC</p>
3	Financial Issues	
3.1	<p>Matters arising:</p> <ul style="list-style-type: none"> a. JC/NC are sourcing a short version of insurance cover. Ongoing 	
3.2	<p>Treasurers Report</p> <ul style="list-style-type: none"> a. No end of month figures were available for the May meeting due to time constraints. Reports for May and June will be available at the June 2025 meeting. b. JC needs confirmation that the 2025/2026 budgets have been checked and agreed by the trustees. He will email them to the trustees and if no queries are received within 2-3 days it will be assumed that they have the trustee's approval. c. NC has received insurance renewal papers which she has reviewed and the insurance has been renewed. 	<p>JC</p> <p>JC</p>

4.	Trading, Events and Rentals	
4.1	<p>Bar Managers Report</p> <ul style="list-style-type: none"> a. April income was down on March but it was good overall as various events had taken place. b. There are several events taking place over the summer. c. SP raised a query regarding a ramp to the smoking area which is also the fire exit at the back of the bar. As the area is not wheelchair accessible if there was a fire at the front of the building it would be difficult for wheelchair users to leave the building. Is it possible to install a ramp? AT will look into this and advise. 	AT
4.2	<p>Events Committee:</p> <ul style="list-style-type: none"> a. NiC and JR met to discuss future events. The conclusion was that there is not enough time or resources to increase large events at CVH unless other organisations are able to assist. There are a number of events arranged in CBB in 2025 which should increase bar income. They will all be added to the website. b. JR is working with current event hosts to enable CVH to bring in traders to support these events which will add income from food trader pitch fees to CVH income. Once he has their agreement NiC will investigate potential traders. c. JR and NiC have a meeting with Vincie Abbot to discuss the possibility of her assisting with events in 2026. d. It is acknowledged that CVH would benefit from help from anyone in the local community who is able to volunteer to help with events on an ad hoc basis. JR/NiC will prepare and distribute a flyer to build a list of potential volunteers in the local community to plan for future events in 2026. 	<p>NiC</p> <p>JR/NiC</p> <p>JR/NiC</p> <p>JR/NiC</p>
5.	Building and Estate	
5.1	<p>Matters Arising:</p> <ul style="list-style-type: none"> a. Although the insurance company have not raised an issue with regard to the electrical survey the date of the survey and any comments need to be noted. AT will check and report back. 	AT
5.2	<p>Maintenance Update:</p> <ul style="list-style-type: none"> a. The old wine cooler has been disposed of b. A new heater has been ordered for the ladies WC c. The window locks have been replaced 	
6.	Committee Administration	
6.1	<p>Matters Arising:</p> <ul style="list-style-type: none"> a. CVH Village Meeting on the 27th June 2025 will now be held in the Edwards Room. NiC to update websites etc as necessary. 	NiC

6.2	<ul style="list-style-type: none"> a. Charity Commission online data has been updated and a tenure list of current trustees has been set up to monitor when trustee re-election is required. Closed b. JM will check CVH Charter to confirm when/if re-election is required. c. NC is now the Parish Council representative on CVHMC 	JM
7.	Parish Council	
7.1	JM & JC briefed the PC at their Village Meeting. They presented a proposal to the PC that the CVH's £6,000.00 grant from the PC currently placed in restricted funds for CVH development is moved to the CVHs unrestricted funds to enable the trustees to make the decision on where these funds are spent. They will use these funds to clear the CVH deficit and when income allows transfer it back into restricted funds. They reassured the PC that CVH is a going concern.	
8.	Refurbishment Project	
8.1	<ul style="list-style-type: none"> a. Investigations are ongoing to source grants to support the project. Ongoing 	
10.	HR Updates	
10.1	<ul style="list-style-type: none"> a. JM confirmed to SP that she is scheduled to complete staff appraisals for bar staff and that NC will assist her with this. Date to be confirmed. b. JM will ask LH for comments in relation to JaC appraisal for 2024/2025 and will discuss her 2025/2026 appraisal with KG. c. JC will set date for SP appraisal and include a discussion on budgets. d. NiC to contact DB concerning the revision of trustee roles meeting. 	JM/SP JM JC NiC
11.	Any Other Business	
11.1	JaC requested a set of keys. KG will ensure she has them.	KG

Meeting closed at 10.00pm

Recorded by: N Cornock Secretary

Approved by: J McIntosh Chair