**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING**

**MINUTES 19 NOVEMBER 2020**

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| **Present:**  John McIntosh JM  Don Bartlett DB  Alec Thomson AT Karungi Grant KG  Karen Bentley KB  Jamie Rideout JR | **In Attendance:**  Mandy Capel MC Natasha Haighian NH  **Apologies for Absence:** Karl Cleife KC Barbara Highman BH |

1. **Introduction**. JM welcomed NH to the meeting as the newly appointed bar supervisor. He also thanked KB for agreeing to take on the role of treasurer and also welcomed JR as a new committee member. Minutes were approved and accepted.
2. **Matters Arising.** The Hall and Broadleaze bar are currently closed due to the second lockdown.
3. **Treasurer’s Report.** KC has completed all reconciliations and will be presenting them to the accountants.
4. **Building and Estate**AT reported.
   1. Carried out the monthly firearm check with ST. Checked and turned off all the heaters.
   2. Overgrown shrubs in the millennium garden cleared and a lot of wood generated that needs to be burned
   3. Cut back the trees overhanging the tennis courts.
   4. Men’s urinal works complete.
   5. Fence around the memorial trees has now been erected by T. Thornton, J. Foster, and AT. J.Wyeth keeps the grass down to reduce keep the nettles out. He also added crosses for Remembrance Sunday.
   6. ROSPA report generated some minor tasks which AT has done. AT has costed up and recommended some maintenance work for the PC to fund.
   7. AT concerned the School is using the Loft as a dumping ground. Advice to ask the school to clear the loft as soon as they are back to normal.
   8. Work on the leylandii has been postponed till after the lockdown. Possibly advertise on social media for volunteers. JR volunteered to provide services for a digger.
5. **Committee Administration**
   1. KG to upload VH minutes on the website. **Action KG**
   2. Insurance documents to be uploaded on to Teams. **Action KC**
   3. KC waiting for proposed alternatives and what the premium would for take away service. **Action KC**
   4. KB reported meeting with Laura Sealey and KC. Laura who is bookkeeper trained will use QUICK BOOKS. KC to sign off accounts and once LS has taken these over, KB will meet LS monthly before the CVHMC meeting.
   5. KG reported having emailed a summary of the hiring management to the group that should have met as actioned in the last meeting. Meeting scheduled
   6. DB to share charity commissions form with KB.
6. **Hallmark**
   1. Procedure of the hiring management to be passed on to AT for the Hallmark. **Action KG**
7. **Parish Council.**   
   DB reported the allotments issue has been passed on to the PC. KG to check payments for the second instalment of £2500 VH grant has been made.
8. **AOB.**    
   8.1**.** JR advised the cleaning machine in mind, may present maintenance problems.To get a fair comparison.Quotes for cleaning machine to be circulated for consideration by members. **Action KG**

8.2. MC has had problems with the VH laptop. KG has offered to take it to a technician. KG to follow up to confirm whether this is the same laptop Anne Levick had or whether we already own another that could be used instead. **Action KG**

1. **Next Meeting**.

Thurs 17th December 2020 at 7pm.

K Grant  
  
SECRETARY