

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING
MINUTES 17 DECEMBER 2020**

<p>Present: John McIntosh JM Don Bartlett DB Karen Bentley KB Alec Thomson AT Karungi Grant KG Jamie Rideout JR</p>	<p>In Attendance: Natasha Haighian NH</p> <p>Apologies for Absence: Karl Cleife KC Barbara Highman BH</p>
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1. **Introduction.** Minutes were approved and accepted.
2. **Matters Arising.** One group has now resumed sessions in the sports hall. Broadleaze bar currently closed due to the second lockdown.
3. **Treasurer's Report.** KC not present. Handover not completed yet, KB to contact KC and speed up the handing over. KB reported not having all the information needed to start QUICK BOOKS. Awaiting clearance from the bank for all signatories. KB to ask KC to transfer some money for bar float. JM suggested KB confirms how much cash we are insured to hold on the premises, etc ... **Action KB**
KB to investigate the small business grant and to see if we are entitled to getting it. KG to email KB info on this. **Action KG**
4. **Building and Estate**
AT reported.
 - 4.1. Team will be setting up the Winter Wonderland
 - 4.2. Work in the millennium garden completed now.
 - 4.3. Cut back the trees overhanging the tennis courts.
 - 4.4. Proposal for funding the refurbishment of the play park to the PC has been agreed in principle. JM reported a phantom bank account that holds funds for the playground is in the process of being closed. Funds in the account will be paid to the Parish Council who will be funding the repairs of the playgrounds. KG to contact Bridget Lorimer with bank details for money transfer. **Action KG**
5. **Committee Administration**
 - 5.1. Insurance documents to be uploaded on to Teams. **Action KC**
Karen to confirm when insurance is due for renewal and make a list of renewal dates. **Action KB**
 - 5.2. KC waiting for proposed alternatives and what the premium would for take away service. **Action KC**
 - 5.3. DB reported KB has completed the Trustee form. DB to pass form on to KG. KG to uploaded on to Charity Commission website. **Action DB & KG**
 - 5.4. KB to inform the accountant to register KB as a Director of the bar in Companies House. **Action KB**

6. **Hallmark**

7. **Parish Council.**

DB confirmed that the £5000 grant from PC is allocated to maintenance of the VH i.e., the new Kitchen.

8. **AOB.**

8.1. AT assured the committee that the maintenance fees for the upkeep for the village green is reasonable. AT to liaise with Mark Gunter and decide if there is a way of sensibly reducing the cost. **Action AT**

8.2. VH laptop has now been updated to Windows 10. Cost £20. NH to invoice the repair and money to be paid from the bar float.

8.3. JM received a donation to the VH of £20 from Anne Levick.

8.4. Suggestion from the maintenance team proposing to renovate the kitchen in sections rather than spend £25,000 paid to a design company. Committee voted to go with AT and the maintenance team.

8.5. Quotes for scrubber dryer machine for cleaning the VH floor discussed. JM to follow up with company about the Tennet machine. **Action JM**

8.6 Committee agreed to give a token of thanks to all employees. JM suggested a Waitrose gift voucher. Agreed £40 to old employees and £20 to the new employee. Committee also voted to give the Thursday Club a thank you voucher for a meal at the Prince Leopold. Agreed £50 per head. JM and KB to organise the gifts. **Action JM**

9. **Next Meeting.**

Thurs 21st January 2021 at 7pm.

K Grant

SECRETARY