

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE**  
**ANNUAL GENERAL MEETING**  
ON WEDNESDAY 28 JULY 2021 IN CODFORD VILLAGE HALL AT 6 PM

<b>CVHMC Present</b>		
Don Bartlett	<b>DB</b>	Vice Chairman
Karen Bentley	<b>KB</b>	Treasurer
Alec Thomson	<b>AT</b>	Trustee
Jamie Rideout	<b>JR</b>	Trustee
Karungi Grant	<b>KG</b>	Secretary

<b>Present from the Village</b>		
Bridget Lorrimer	Ann Levick	Davis Dellius
Ian Cameron	Tom Thornton	Crispin Edmonds
Teresa Gibbens	Scott Bailey	Michael Tait
Tessa Cameron	John Wyeth	Lionel French
Vincie Abbot	John Foster	David Shaw
Sarah Palmer		

<b>Item</b>		<b>Action</b>
1.	<p><b>Welcome:</b></p> <p>The Vice Chairman welcomed villagers and committee members to the meeting and thanked all those who attended</p>	
2.	<p><b>Apologies for Absence:</b></p> <p>John McIntosh <b>JM</b> (CVHMC)            Karl Cleife <b>KC</b> (CVHMC)            Natasha Haughian <b>NH</b> (CVHMC)            BJ Abbot</p>	
3.	<p><b>Minutes of Last AGM 21st June 2019:</b></p> <p>Hard copies of the 2019 AGM were available. Due to the extended lapsed period since the 2019 AGM, as no objections were received from those present by the end on the 2021 AGM, the Minutes were accepted as a fair record of AGM with the correction of a name.</p>	
4.	<p><b>Matters Arising from 2019 Minutes:</b></p> <ul style="list-style-type: none"> <li>• 4.6 Employment of a Bookkeeper: Vice Chair reported that a bookkeeper, Laura Sealey. has been appointed.</li> <li>• 5.1 Investigation into Bar Profitability: This would normally be presented by the treasurer in this case, KC (out going treasurer) who was not present.</li> </ul>	

	<ul style="list-style-type: none"> <li>• 6.9 Establishing a Users' Group: An initiative to invite all the groups in the community to have some sort of engagement session. Chairman (CVHMC) will liaise with the Chairman of the Parish Council to take it forward.</li>   <li>• 6.11 Outdoor Gymnasium: An idea that was proposed to have outdoor exercising equipment for anyone in the community to use. Unfortunately, this has been hampered by grant funding. Should circumstances change and a source of funding is realised, this will be pursued. Suspended for the time being.</li>   <li>• 6.13 Recovering Excess Electricity Charges: KC was not present to speak on this. However, it was reported that he had successfully recovered a substantial amount back from the electricity company.</li>   <li>• 6.1 Storage of Chairs: AT reported that things have moved on. CVHMC bought 80 foldable chairs which can be stacked on 2 purpose made trollies and occupy less storage room than the originals. Not yet seat tested by the public because of Covid. If they are deemed a success, CVHMC will buy more and dispose of the old plastic ones.</li>   <li>• 6.3 Parking on Boules Courts: AT also reported that the old Boules Court is a useful area of hard standing for which we have no immediate plans. We have taken down the 'No Overnight Parking' sign and have encouraged people to park there to take cars off the High Street. It is used occasionally but there is not much take up.</li>   <li>• Any issues from the minutes from the floor: Noted a correction of a name. Item 3 of the previous minutes.</li>   <li>• Acceptance of minutes of the previous minutes: Accepted (see Item 3 above).</li> </ul>	
5.	<p><b>Chairman's Report on Previous Two Years:</b> Vice Chair presented the Chairman's reports (transcripts below):</p> <p><b>"ACHIEVEMENTS AND PERFORMANCE STATEMENT FINANCIAL YEAR 2019 – 2020</b></p> <p>The Codford Village Hall charity was established on 30 May 1949, and a review of the trust deeds was conducted and confirmed that, 70 years on, the Charity is still complying with the original intentions of the founding trustees. Throughout the year the Hall continued to be an active venue for community activity, the highlight being an extremely popular Village Fete which successfully raised money for several local causes. This included a £900 donation to CVH which was used to fund the purchase of the first tranche of a new seating system for the Hall. The fabric of the Hall continues to be maintained and improved, a major milestone in this period being the renewal and certification</p>	

of the electrical system. The Committee also focussed on process improvements, undertaking a comprehensive review of its human resource policies, and making the switch to electronic banking. The last month of the period saw the introduction of COVID-19 pandemic control measures and a stop to all sources of income. The Committee and our staff took immediate measures to limit expenditure until things return to normal, the priority was to safeguard the Charity, keep the facilities in good order and look after our employees.

**ACHIEVEMENTS AND PERFORMANCE STATEMENT  
FINANCIAL YEAR 2020 – 2021**

The period started with England in lockdown due to the Covid-19 Pandemic and the Hall closed. The focus of the Committee switched from providing services to the community to ensuring the Hall and its trading company remained viable to survive until the lockdown ended. Steps were taken to look after the staff and the Government’s furlough scheme was successfully applied for to provide them an income. A major outgoing for the Hall is electricity and every non-essential item was switched off. This provided the opportunity for a review of usage to identify ways to improve efficiency going forward. Unfortunately, perishable stock was lost, and operating overheads meant the Hall was operating on a funding deficit, but a Government Covid-19 Small Business Grant was successfully applied for which offset those losses. The Hall and Bar reopened towards the end of 2020 and the staff and volunteers worked hard to ensure it did so in a Covid-safe manner, but after a short period the Lockdown was reimposed.

The Committee adapted to using Zoom and Teams to meet remotely and share data and documents and continued to work effectively throughout the year. There were changes of trustees and new members recruited, this affected the key roles of treasurer and bar management. Neither handover was simple and those handing over and the new incumbents put in a lot of effort to ensure the responsibilities were covered well. The Hall’s volunteer maintenance team also continued to operate through the year, as and when allowed, to ensure the facilities did not deteriorate and remained safe. This included oversight of a Highways England contract reduction of the trees at the border between the Broadleaze Fields and the A36. They also oversaw the installation of an industrial fume extractor system into the kitchen, addressing a significant problem for its users.

The period ended with the receipt of a second relief grant that would allow the bar to restock and to substantially cover the costs of reopening. Lockdown was still in place but the Hall, its staff and its expenditure was being carefully looked after and maintained for reuse once the situation changed for the better.”

6.

**Financial Report**

- **Current Balances & Financial Management Plans**

The financial summary sheets from the completed accounts for Codford Broadleaze Bar and the Codford Village Hall for the Year Ended 31 March 2021 (attached) were circulated and queries welcomed from those present.

- **Outgoing Treasurer's Report on Previous Periods**

KC was unable to attend and no report was presented.

**Secretary's Afternote:** The following report was prepared by the outgoing treasurer and is included here for the record:

"Consolidated Report of the Treasurer April 2019 to March 2020

The financial year started well with the agreement of our electricity supplier to refund nearly £3,500 of overcharging identified in the previous year's accounts.

Electricity charges continue to be the highest costs incurred by the Hall and require constant vigilance with respect to both consumption and account management with the providers.

We have made an inventory of electrical appliances, identified cost benefits of changing water heating equipment, and will likely move to more efficient LED external lighting rather than replacing the existing sodium lamps.

Moving to electronic banking came with its own problems, but once resolved, it has made reporting much easier and enabled us to deal respond to queries more quickly.

We introduced an expenses float and reporting scheme to give Alec and his team of ever enthusiastic and capable volunteers the ability to manage maintenance expenditure.

We also instituted monthly financial performance monitoring so that we could more easily review how profitability was affected by events, and regular activities through the year. The only thing that is constant is change and we need to keep monitoring, reviewing, and acting on the information.

Covid struck at the end of the financial year, causing several complications which included a delayed submission of finalised accounts. Our accountants recommended that we carry out a thorough review of our liquidity and reserves to confirm that the Hall Trust and the Bar company were still viable as going concerns. I am pleased to report that because of the hard work put in by all concerned and the

availability of government support in this trying period, we were clearly able to demonstrate that we had maintained both entities as going concerns throughout this time.

The accounts for the hall have been accepted by the Charity Commission and the accounts for the bar have been accepted at Companies House.

I can also confirm that we ended the year with Reserves in line with Charity Commission recommendations and that capital funding has been accounted for separately to meet the requirements of the Parish Council.

Consolidated Report of the Treasurer April 2020 to March 2021

This financial year started with significant challenges for us all. The bar and hall had been closed to virtually all activity and difficult decisions of employing staff would have been required had it not been for the furlough scheme.

By quickly identifying available funding, including rates relief, small business grants and the furlough schemes we have been able to maintain the trust's funds, keep staff employed and continued to provide a service to the community with a Friday night takeaway service.

Thanks must go to Lee and Mandy Capel, Natasha, our new bar manager and Karen Bentley, our new Treasurer, whose constant efforts, investigations, and persistence has kept us going throughout.

The challenge of providing hot food on a regular basis meant that we needed to invest in additional equipment in the kitchens. We have covered the costs through sales and the extractor in particular will be a benefit for users through future years.

Other improvements included development of the electronic payments system at the bar, which I am sure Natasha will cover separately. Continuing to monitor electricity costs, we have made an inventory of electrical appliances, identified cost benefits of changing water heating equipment, and will likely move to more efficient

LED external lighting rather than replacing the existing sodium lamps. The return from Covid is a slow process and has had many ups and downs. By continually monitoring expenditure and income we have been able to manage opening times during the less restricted periods to maintain a balance between providing a service to those members of the community that wanted it and not wasting money where there was little demand for services.

	<p>During this time, we recognised that we needed the services of a part time bookkeeper, and we are now grateful for the efficient and competent services of Laura Sealey who is now recording our transactions in Quickbooks and providing very timely and accurate information to Karen.</p> <p>As reported for last year, we have reviewed our reserves and liquidity to ensure that the Hall and Bar are still both going concerns. At the end of the financial year the bar had inevitably run at a loss, but that was countered by grant support to the Hall which meant that reserves were strengthened. We now need to focus on how we will provide our services to the community in the coming year.</p> <p>Due to my own work commitments, I have resigned as Treasurer and Karen Bentley took over earlier this year. I am also standing down as both a director and trustee and wish the best for the remaining directors, trustees, volunteers, and employees as they continue to work to provide and improve these facilities for the village through changing and uncertain times.”</p>	
7.	<p><b>Estates Maintenance</b></p> <ul style="list-style-type: none"> <li><b>Planned Maintenance Forecast</b></li> </ul> <p><u>Planned Maintenance</u></p> <p>The Thursday morning work team of John Wyeth, John Foster and Simon Mostyn and Alec Thomson carry out several husbandry tasks such as window cleaning, grass cutting, painting and minor repairs. Longer-term projects in the pipeline to keep the VH in good order for future generations are:</p> <p><u>Modernise Kitchen</u></p> <p>An outline design with quotes was obtained. If the work were completed in-house then the cost ranges from £10K to £24K - B&amp;Q to Howdens. It is not believed that utilisation justifies this investment, and the DIY team lost their initial enthusiasm because there were too many commentators telling them what was required. It is on the back burner.</p> <p><u>Storage Area</u></p> <p>Currently chairs and tables are taken outside, down a ramp, up a step to a dusty damp Tractor Shed. The team would like to knock through from the Main Hall into the Tele cottage to create an accessible, clean, and tidy storage area. Estimated cost is £11K but the disadvantage currently is that the Tele cottage has an office tenant who pays a regular rent, which, while we have little income, is not money the CVH can do without.</p>	

### Alarms

Both our Fire and Burglar Alarms are obsolete and unreliable. One quote for £6K has been received and a second quote from TH White is awaited. It was suggested that there will have to be action on this during this year.

### Re-Surface Floor in Main Hall

The floor has lost its finish and will deteriorate quickly. It is a sprung sports floor and worth looking after. A quote of £6.3K has been received and affordability is being considered, but this is a job that must be done.

### Changing Rooms

These are currently little used. They have been redecorated and new benches made. There has been a suggestion that an application could be submitted for a football related grant to pay for refurbishment. There has been no organised Codford football team for over 2 years and no training - which is unusual in a Village of this size. Some evidence of enthusiasm from footballers would be needed to encourage any initiative on this.

### Roof

Selected repairs were done to areas of the roof, notably the edges of the metal sheets, 4 years ago, however, there has been continual degradation of the roof. The grey paint surface is eroding leaving the galvanisation exposed to weathering. Once the galvanic coating has gone corrosion of the metal surface occurs rapidly. The roof can be repainted, but it would probably be more economic to replace it. Based on previous work this is estimated at £35K. It will be about 2024/5 when the corrosion will show, and action will then be unavoidable. This matter is kept under review and there are no current plan or resources to take early action.

### Windows and Doors

All windows and doors were repaired and repainted 3 years ago. This can be done again but there are some areas - wood rot - that are beyond repair. Replacement with plastic in a phased programme is suggested, possibly with the 2 porches attended to first. No costings yet.

### Streetlights

The 3 streetlights are sodium lamps which are expensive, obsolete and hard to source. LED type lights have been purchased and will be fitted before the Autumn. Cost: £200.

Boundary Fence

The works carried out on the tree cutting resulted in the need to put a fence along the boundary to provide safety from the A36 for the children. Mr. Thornton has been contracted to erect the fence and a grant has been secured from the Warminster Area Board to fund the project.

- **Refurbishment of Tennis Courts**

The Chairman of the Codford Community Tennis Club offered her thanks for the opportunity to share something of what is planned for courts at the far end of the Village Green. Her report follows:

As many people as have talked with me about this are the number of different opinions I have received. And that is quite a few!!

Firstly, and briefly, the surfaces were replaced 12 years ago, and despite our not always treating them as well as we should have done, have survived well. However, if you have been on the courts recently, you'll have noticed quite a lot of grey where there should be green, and some areas where the tarmac is sort of crumbling.

Much earlier this year, we booked for the courts to be washed, and then have binding and paint applied. This should give us a few more years before we need to resurface again, which costs in the region of £25K.

Unfortunately, this hasn't been achieved yet, first because of the weather and latterly as the company has tried to catch up on the very cold April and very wet May, they have been plagued by the ping-demic!!! Hopefully if the weather plays ball, it will be done in August. I'm sure that you have noticed the sad state of the surrounding fencing...

It too has done amazingly well. Erected initially in 1952, I believe that some of the fencing was replaced a while later but haven't found any accurate record.

The posts however are original and are at domestic, not club/or public ground distances apart. Having shared the west side with the back of the football goal, it is fantastic.... though it has been nursed along by one of the club members for as long as I can remember. The wires keep breaking and it's becoming incredibly frustrating for him, and dangerous if you're in the vicinity when one breaks!

So, we are actively trying to find ways to finance the replacement of the fencing. It is currently with Wiltshire Planning Department as it is over 2 metres high. We cannot apply for funds until we have the permission which is due by 13<sup>th</sup> September.

Replacing the fencing is not an inexpensive thing to do, but it is needs must before it becomes more dangerous. It must be done carefully so as not to impact the playing surface.

The plan is to install a multi-sport fencing on the football side to withstand the impact of having footballs hitting it at speed with power!! One of the points made to me is that there is no Codford football team now, so that is not needed. However, there are other teams that play



	<p>here, and this needs to be for the long-term. It would be very sad if there was no future Codford Team.</p> <p>As VH Chairman said in an email: “looking forward to working on this plan with you to address the current problems hopefully for another generation!”</p>	
8.	<p><b>Events</b></p> <ul style="list-style-type: none"> <li>• <b>Codford Village Fete</b></li> </ul> <p>Crispin Edmonds was present and communicated that the Fete Committee decided to have the Village Fete on 21<sup>st</sup> August 11-4pm. Hope to be a COVID free Fete. Entry is free and he called upon all to come along and support it. The aim is not to raise money but to make focus on fun, especially for the children. No charge for the stalls, but they are donating raffle prizes. Lots of competitions have been organised. 50 stalls are expected.</p> <ul style="list-style-type: none"> <li>• <b>Future Plans</b></li> </ul> <p>JR touched on future plans and noted that the recent lifting of restrictions has enabled him, and the committee, to plan some events. He emphasised that the key thing was to get people using the bar. Football 26<sup>th</sup> August, a Car Boot Sale 15<sup>th</sup> August, Mini Coopers Stop Over 8<sup>th</sup> August (trial), maybe Summer Skittles are all planned. Other events will be planned as the year progresses.</p>	
9.	<p><b>Charity Objectives for 2021 – 2022</b></p> <p>DB provided updates on the following:</p> <ul style="list-style-type: none"> <li>• <b>Fund Raising Objectives</b></li> </ul> <p>As the VH endeavours to keep its head above water and meet its basic operating costs, significant surplus funds are not readily available to go much beyond sustaining the current facility. Anything other than minor works will require finding the funds from another, usually outside source. This may involve Parish or Wiltshire Council, Government grant schemes or other organisations. Local fund raising may be considered, especially where some form of match funding is a condition of a grant. Low level maintenance is largely catered for from VH funds and by a generous grant from the PC and labour from the VH Vol Maintenance Team.</p> <p>Larger maintenance requirements, such as roof replacement and Main Hall Floor refurbishment, will require dedicated fund raising.</p> <ul style="list-style-type: none"> <li>• <b>Intended activity:</b></li> </ul> <p>There are intermediate improvements funded largely by grants to supplement any funds made available by the VH. For this type of</p>	

activity, thanks were given to the PC and Warminster Area Board. Examples of intermediate improvements are the Patio Doors of a few years ago, the kitchen refurbishment currently underway and possibly the sports showers.

As the building is approx. halfway through its 60 year design life, thoughts are turning to what the VH should be for the next 30 years. Whatever is proposed will require significant thought, time, consultation and no doubt significant fund raising activity.

- **Recruitment & Training of Trustees & Staff**

Codford VH endeavours to be a compassionate employer and one which engenders loyalty in its staff. To this end:

Volunteers

The CVH volunteer maintenance team are very much appreciated and are a resource without which the VH would find it extremely difficult to maintain the facility to an acceptable standard. The CVHMC traditionally shows its appreciation at Christmas with a small token of gratitude.

Staff

The CVHMC has kept faith with our staff by keeping them on the books under the Government furlough Scheme. This has proved to be popular and appreciated, greatly helping the restart after the months of lockdown and restrictions. Although none of the committee are de facto HR experts, we do endeavour to apply good practice and seek more informed help when we need advice, particularly around the arena of legislation.

DB offered the following thanks:

- the bar staff and Jeanette for their loyalty and flexibility throughout the Pandemic.
- Mandy & Lee Capel for their sterling work managing the lockdown and then undertaking a careful handover to Tasha.
- The Thursday Maintenance Team for their tremendous efforts keeping things working and in good condition.
- Sue Mitchell for her support with the invoicing and Laura Seale our new bookkeeper for helping us set up electronic bookkeeping.
- The Trustees without whose voluntary efforts the Hall would not operate, notably:
  - those that left this FY: Murray Mcleod Jones, Sara Glasby (of whom we are very grateful for continuing as our HR advisor), Tom Topham our youth advisor and now Karl Cleiffe who managed the finances during a very challenging time.

	<ul style="list-style-type: none"> <li>○ Those who have joined during this period and have all taken on significant responsibilities: Karungi Grant, Alec Thomson, Karen Bentley and Jamie Rideout.</li> <li>○ Lastly, John McIntosh as Chairman and Don Bartlett as Vice-Chairman.</li> </ul> <p>The door is always open to more help from the community. The current committee is an all-volunteer operation and a finite resource. We could do more with more people to join us to share the load and broaden our horizons. Experience comes with age, but energy comes with youth.</p> <ul style="list-style-type: none"> <li>• <b>Risks Facing the Charity &amp; Mitigation</b></li> </ul> <p>Importantly, the VH charity falls under the auspices of the Charity Commission which provides guidance and regulation on effective governance.</p> <p>Financial viability is always a concern (probably the biggest concern), especially in these pandemic days. As we begin to emerge from the close grip of the pandemic, Government financial help will start to ebb away and we will be expected to stand upon our own feet. This will be a challenge as the landscape is changing and no one quite knows what the new normal will look like. Some of our regular hirers have returned, whereas others are not yet ready or have made other plans. Our accounts are audited annually and the Trustees are ever mindful that we remain solvent. Through the focal point of Alec, we are pursuing membership of the Hallmark Scheme which is a quality benchmark. This will help ensure that we have the correct policies and procedures in place to be a correctly run and functioning organisation.</p>	
10.	<p><b>Election of Officers</b></p> <ul style="list-style-type: none"> <li>• Declaration of those standing</li> </ul> <p>The ability to operate the Hall is entirely dependent upon the efforts of the small group of volunteers who form the committee. The secretary introduced the current committee:</p> <ol style="list-style-type: none"> <li>1. John McIntosh - Chair</li> <li>2. Don Bartlett, Vice Chair and Parish Council representative</li> <li>3. Karen Bentley - Treasurer</li> <li>4. Alec Thomson – Building and Estate</li> <li>5. Jamie Rideout - Events</li> <li>6. Karungi Grant – Secretary</li> </ol> <p>All were happy to stand for election/re-election and the Secretary asked whether there were any objections from those present? Ann Levick proposed accepting all officer and Bridget Lorimer seconded it. There were no dissenters from those present.</p>	

	<p>The Vice Chair also tabled a request for more volunteers to join the committee.</p>	
<p>11.</p>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• <b>Matters from the floor</b></li> </ul> <p>Ann Levick queried the possibility of charging for parking in the car park near the Boules Court. Committee feels the bureaucracy involved would not be worthwhile. Better to use the car park to ease street parking on the High Street.</p> <p>Lionel French thanked the committee for keeping the facility afloat and maintaining the accounts well. DB noted that KC had been instrumental in successfully applying for grant funding to offset the financial losses caused by the pandemic.</p> <p>David Dellius suggested a damper be installed on the door connecting the bar to the corridor. John Foster volunteered to take that on.</p> <p>Ian Cameron noted that the refurbishments would require many thousands of pounds and was there a plan to do some fund raising to this effect? Discussed under Item 9.</p> <p>Scott Bailey queried the need to spend thousands on the upgrade of a kitchen that's hardly ever used. He was assured that Committee is only considering it and is yet to locate funds, so it is not a done deal. Scott suggested that the committee lower the hire rates to encourage more clients. Or even let the facility out free to get revenue at the bar. JR reported that committee has indeed discussed this issue and will be discussed further. Ann Levick volunteered that the hall hire charges are fair. Mr Bailey also proposed putting the word out for volunteers from the community to carry out jobs that can be done around the facility. AT responded that the current volunteer team are of an age that they would not be able to tackle a job such as repairing the roof.</p> <p>Michael Tait &amp; Teresa Gibbens asked why the toilets are closed and hand dryers have been switched off. As part of the opening up COVID assessments, it was decided that as numbers attending the facility were low, to only use one toilet and minimise cleaning costs.</p> <p>David Shaw thanked the committee and the Thursday club who keep things going through the difficult times we have had.</p> <p>Ian Cameron suggested putting an appeal out to the community for the various trades persons that may be able to volunteer their expertise towards the upkeep of the facility and grounds.</p>	