

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE**  
**ANNUAL GENERAL MEETING**  
**ON MONDAY 15 JULY 2024 IN CODFORD VILLAGE HALL AT 6 PM**

<b>CVHMC Present</b>		
John McIntosh	<b>JM</b>	Chairman
Don Bartlett	<b>DB</b>	Vice Chairman
John Curtis	<b>JC</b>	Treasurer
Alec Thomson	<b>AT</b>	Trustee
Lysa Heaton	<b>LH</b>	Trustee
Nicola Carpenter	<b>NC</b>	Trustee
Karungi Grant	<b>KG</b>	Acting Secretary

<b>Present from the Village</b>		
Bridget Lorrimer	Ann Levick	Crispin Edmonds
John Wyeth	Mike Brembridge	Andy Hedly
Mathew Hutchins	Tom Thornton	Sarah Palmer
David Peters	Tiggy Thornton	Paul Maggs
Vincie Abbot	David Shaw	Evelyn Read
Martyn Spratt	Jane Shaw	Mike Read
Nicky Cornock	John Foster	David Hunt
Sir William Mahon	Meg Smalley	

<b>Item</b>		<b>Action</b>
1.	<b>Welcome:</b> The Chairman welcomed villagers and Committee members to the Annual General Meeting and thanked them for attending.	
2.	<b>Apologies for Absence:</b> Jamie Rideout and B J Abbott.	
3.	<b>Minutes of Last AGM 22<sup>nd</sup> June 2023:</b> No objections were received from those that had been present at the 2023 AGM and the Minutes were accepted as a fair record of that AGM.	
4.	<b>Matters Arising from 2023 Minutes:</b> NONE  <b>Any issues from the minutes from the floor</b> – copies of the minutes to be available at the next AGM. Minutes are published on the website <a href="https://codofordvillage.org.uk/village-hall-committee">https://codofordvillage.org.uk/village-hall-committee</a> and a hard copy is available on the notice board in the Village Hall. However, it was agreed that a small number of the agenda, minutes and the accounts summary would be available at the next meeting.	Secretary
5.	<b>Chairman's Report – John McIntosh</b>	

	<p>Last year, the CVH accounts closed with a shortfall of £9,500, but the Trustees were content that activities were picking up and the trend was heading in the right direction. I'm very pleased to announce that Codford Village Hall has had a great year. Although the Bar has not returned to 7 nights-a-week opening, nearly everything else has returned to what it was before the Pandemic and the last financial year has seen a post-COVID lockdown recovery. We continue to develop our estate and also maintain it as best we can, thanks in particular to a small team of dedicated volunteers for their work doing so. With the successful introduction of the Charitable Incorporated Organisation, we currently have two charities live for CVH, with exactly the same purpose. The plan is now to transfer the Title Deeds to the new CIO and close the old charity. This will have no impact on the services CVH provides.</p> <p>The Village Hall is very dependent upon the many volunteers who manage it, maintain it, contribute to run events, as well as the great staff and the loyal users. Thanks are given to every one of them for their contributions in keeping this place alive. In addition to income generated from the bar and hirings, the Village Hall is dependent on donations. The Parish Council contributes significantly towards overheads, repairs and development, and other welcome donations and been made by Thursday Café, the Fireworks, the Fête Committee, plus some generous individuals.</p> <p>In summary, CVH remains at the centre of activity within the community of Codford and on a sound footing going forward.</p>	
6.	<p><b>Financial Report – John Curtis Treasurer</b></p> <p>The year ended 31 March 2024 has again been a further year of progress. In comparison with the previous year, there has been an increase in the level of our income and with our expenditure remaining at a similar level, this has resulted in a return to profitability after the losses of the previous two years. Our unrestricted and restricted funds have profits of £1,452 and £6,387 respectively – an overall profit of £7,839, which compares with a loss for the previous year of £4,674. Also encouraging for the year under review is the profitability of the bar which, as we had anticipated, has now cleared the insolvent balance sheet position that had existed for the previous four years.</p> <p>The two main challenges highlighted last year still exist:</p> <ul style="list-style-type: none"> <li>• Energy costs – our energy costs have increased by around 40% in comparison with the previous contract;</li> <li>• VAT – in last August, CBB trading passed the threshold requiring VAT registration. Despite this increasing our overall costs, we were able to absorb it at the time without increasing the bar prices.</li> </ul> <p>Through our monthly management meetings we continue to oversee our financial performance by measuring and monitoring the key aspects of our activities:</p> <ul style="list-style-type: none"> <li>• The pricing structure for hiring the hall and its facilities, together with the bar prices;</li> <li>• The profitability levels within the bar, and controls on both cash and card takings;</li> </ul>	

	<ul style="list-style-type: none"> <li>• And the provision of regular and accurate financial information, which includes reporting against the budgets that we have in place – and all of this then enabling us to keep a close eye on our income and costs; to take better strategic decisions; and to ensure sound financial governance for both the hall and bar. Finally, I would just like to finish by acknowledging the help and support of my fellow trustees and directors, together with all of our staff and other volunteers here within both the Hall and the bar – thank you.</li> </ul>	
7.	<p><b>Estates Maintenance – Alec Thomson</b></p> <p>We have a small multi-skilled loyal team of volunteers who meet regularly on a Thursday morning and carry out maintenance and husbandry tasks in the grounds and within the building. We mow, weed, empty rubbish bins, clip hedges, clear drains and John Foster keeps up the flower pots out at the front. Within the building we cover tasks such as alarm checks, plumbing, repairs to furniture and equipment and decoration. We also inspect the kids' play area and keep it tidy.</p> <p>A major task this year has been to improve the King's Walk and clear scrub from two large areas in the wild patch to the left side of the football pitch. We have sowed grass seed and continue our battle to subdue the nettles and brambles. The aim is to keep this area open and plant trees this autumn. A longer term aspiration is to reclaim the rest of this substantial wasted village area and develop it as parkland. Last year I applied for a grant from Wessex Water to help with this but was not successful. I will continue to search for funding for this aspirational project.</p>	
8.	<p><b>Reports</b></p> <p><b>Events and Future Plans - Lysa Heaton – Chair of the Events Committee</b></p> <p>Jamie Rideout and I work together with a small team of volunteers and we focus on creating events that bring community people together. Community means that we are stronger together. Community helps us to form relationships, to find support and gain opportunities we may not otherwise have. As a group we feel strongly that community can be described as a feeling of belonging, a feeling of having the opportunity to be heard and a feeling that it is ok to ask for help.</p> <p>There are 5 core benefits that we can all experience by connecting with our community:</p> <ul style="list-style-type: none"> <li>• Belonging - this is crucial to our mental and physical health but more, it is a universal human need said to stem deeply from our ancestral roots. When people feel welcome in a place, they are more likely to engage with others and participate in activities which in turn creates a more vibrant community.</li> <li>• Support – at times everyone needs a helping hand, and a sense of community can create a strong network that we can all rely on.</li> <li>• Purpose – a community can help give us purpose and meaning especially when we work together to create events. It's a feeling of contributing to something bigger and in turn that can positively affect our confidence and feelings of security.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Knowledge – community can provide a supportive environment for people to explore new ideas and step outside of their boxes and take some risks, while still feeling safe and protected.</li> <li>• Fun – perhaps the most obvious benefit but community isn't just about knowledge and acceptance, it is also about joy. Events provide opportunities for people to socialise and connect with others and especially anyone who feels lonely or isolated.</li> </ul> <p>As we create events such as the carolling around the village at Christmas, Christmas-eve crib service, the Easter Hunt and Easter story play with activities day, summer family fun days and more, we also aim to keep costs down for the community while always supporting the Village Hall Charity. As the bar here is also a big part of the charity, we work together with the bar staff and management to create events which promotes them also and in turn encourages groups and families to get together while supporting our events, offering opportunities to meet new community members and to develop new relationships. So that's our purpose in a nutshell. Thank you for supporting us and we look forward to seeing you at future events.</p> <p><b>Codford Village Fete - Crispin Edmonds</b></p> <p>The Committee has had another busy year. In addition to the Fete, we had done 3 or 4 Winter Warmers, Spudtastic and Boxing Day Bash. All raised some money, and we will allocate these funds over the next few weeks. We would be grateful for suggestions although we do favour local charities first, including the Village Hall. Our thanks go to the Village Hall Committee who allow us use of the premises at a very reasonable rate. Without this we could not really consider doing what we do. Additionally, we cannot run the Fete without a myriad of helpers; thank you very much. Please be ready to support the Fete next year! I would like to thank the following who pitched in with a smiling face and helped make the Fete a success:</p> <p>BBQ gang which was arranged by Kevin Dorrington plus Clare Booth, Catherine Baker, Thomas Baker, Jamie, Peter and Paul.  Jo who ran the dog show and her mum Wendy from Waitrose.  Emma and Stu for the dog scurry and agility and for clearing up.  Henry Collins and Colin for the bales of straw.  Rich Gibbins for helping to put up the bunting.  Sarah and her team for running the bar.  D J Farmski for providing excellent music and commentary.  Blue and Polly for running the raffle.  The scouts for doing the tea.  Also want to thank the villagers for pitching up and parting with their money.</p> <p><b>Codford Tennis Club - Vincie Abbott</b></p> <p>First, foremost and most obvious is that since last year's Annual Meeting, we have succeeded in completing Phase One of the Fencing Project. A brilliant job was done by Ian Cutler of Fairmile Countryside Services.</p> <p>I want to pay tribute to our wonderful community who have supported us, either directly or in our fundraising events, thank you. Especial thanks to a couple of</p>	
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	<p>individuals who have made exceedingly generous donations, then “Community First”, the Landfill grant scheme, also the Lions of Warminster and Caron’s Careline, who sponsor us each month, plus the Parish Council. I understand from Martin that the new fence has limited the number of footballs that go over considerably – indeed one of the main goals of the exercise.</p> <p>We have a way to go to complete the rest of the project, but I hope that with our continual fundraising and the generosity of our community, we’ll do that within the next year.</p> <p>Over the past year, the School Tennis Club also the Coyotes group had their tennis sessions on the courts. Unfortunately, some of the village children were not respecting the courts, despite several requests personally, they continued to play football and skateboard on them. We have therefore decided, in consultation with the VH Team, that the courts should be locked with a code. There are several phone numbers available to get the code for those who wish to play tennis. Interestingly it has showed up people who don’t live in the village but have regularly used the courts in the past. The intention has always been that they are for residents of the village and for Club Members.</p> <p>Fundraising. Thanks to you who made last year’s Curry and Quiz night a rip-roaring success, and we will be repeating this on Friday 15th November. The committee decided to postpone the extra fundraiser from July to the dark dull days in late January or February when we all need cheering up. We’ll be holding a Super Seventies and Eighties Supper and Dance – I hope we’ll see many of you there, supporting us in the usual Codford Spirit.</p> <p><b>Heytesbury and Codford Football Club - Martyn Spratt</b></p> <p>This was the first year of football in Codford and they had enjoyed it. From the beginning meeting with JM, they had felt encouraged and welcomed. Thanks to the VH committee for their support. Special thanks to SP for the brilliant job she does behind the bar and making them all feel very welcome.</p> <p>It had been a difficult first year, following their promotion, as they lost quite a few players, however managed to get through it and finished mid-table. They now have an U18 team who have played Sundays since Christmas and this was successful. The new season starts on August 10<sup>th</sup> with the U18 and adults teams. The first game will be against Warminster. This year they will introduce an U13 team, they will be based in Warminster, because the pitch will not be able to take all three teams playing all through winter, but will train on the Codford pitch on Saturdays. Parents of interested children in the Community that may like to join, are encouraged to get in touch. It is a mixed team and they need to be under 13 by the 31<sup>st</sup> of August this year.</p> <p>A successful football festival had been held and the Club hope to make this an annual event. There was going to be a game on in two weeks for charity and Martyn invited all who can, to come along to that.</p> <p>Mike Brembridge noted a vote of thanks to Martyn for the great job he has done maintaining the football pitch. All agreed.</p>	
9.	<b>Charity’s Future Objectives for 2023 – 2024 – Don Bartlett</b>	

	<p>The four main areas of concern or risks identified last year were:</p> <ul style="list-style-type: none"> <li>• The Roof</li> <li>• Rising Energy Costs</li> <li>• Ageing Workforce</li> <li>• H&amp;S</li> </ul> <p>I'll quickly bring you up to date with our plans to deal with these issues. The first two are covered by our plans for fund raising.</p> <p>The principal fund-raising objectives are:</p> <p>Priority 1: To maintain the building and</p> <p>Priority 2: To improve and modernise the facility to keep it fit for purpose.</p> <p>To briefly recap, the roof is showing signs of deterioration and needs replacing if it is to see the building through its second 30 years of life. The roof represents the foundation on which everything else is built. Secondary to the roof are considerations such as reducing running costs, shrinking the size of the carbon footprint that the building theoretically occupies and modernising the facilities to make the hall a place that people want to use and enjoy. The focus to replace the roof and make the Village Hall fit for the next 30 years therefore remains our principal funding objective.</p> <p>Our initial plan was to seek significant funding from the Government's Community Ownership Fund (COF). Our bid would have been upwards of £250k and would cover most of the environmental and energy packages that we have in scope. We were aiming to apply during the June 2024 bidding window when the General Election was called and the COF was abruptly halted. No new announcements have been made to indicate whether the new Labour government will complete the scheme or wind it up. We have asked our MP to find out what he can, in the meantime we must look elsewhere. The elsewhere is a funding pot under the VCSE or Voluntary, Community, and Social Enterprise Energy Efficiency Scheme. Although I am briefing on this initiative, all the credit for getting us to the starting gate goes to John McIntosh, John Curtiss and Alec Thomson. Collectively, they have put a considerable effort into formulating our bid which is hopefully soon to be submitted. The VCSE bid differs from the COF in a number of ways such as:</p> <ul style="list-style-type: none"> <li>• It is entirely energy efficiency focussed.</li> <li>• Bids are limited to maximum of £150k,</li> <li>• There is no "Match Funding" requirement and</li> <li>• The work must be completed and paid for by mid-February 2025.</li> </ul> <p>Thus, not everything we want to do is achievable within this budget limit, but if we succeed it will get us off to an excellent start.</p> <p>Assuming that we are successful in our application, the intent is to keep the building as functional as possible whilst the work is in progress, albeit that there will be scaffolding up around the building and occasionally we may have to deny access for a while for things like windows to be changed.</p> <p>The other packages of work not funded by VCSE will be taken forward to other grant giving organisations who will be invited to financially take on the less expensive sub projects and to build upon the success we hope to realise from VCSE.</p>	
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	<p>The third risk is the inevitable ageing of our trustees and other volunteers; that is the people who keep this place ticking along. There are always challenges to face and maintenance to do. I hope Alec will forgive me when I say that we are all getting older and things are not becoming any easier. Alec's Thursday band of merry men who keep this place together do a fantastic job and I'm sure would welcome help from any one with practical skills to offer. As for trustees to the Charity, we have welcomed Nikki and Lysa as new trustees and they have, together with Jamie, dropped the average age of the Committee. A couple more volunteers to be trustees, preferably on the younger side of the community, would certainly help us reflect the views of the younger demographic.</p> <p>Lastly, Health and Safety, particularly around the future building work. Our aim is to keep as much of the daily activity of the Hall going while the roof and everything else is in progress. Clearly Health and Safety will be uppermost in our thoughts and actions. We will be working closely with the contractors, consultants and using the good services of John Bennett and Jon Neville to support the Project Management Board to ensure that the safety of the Hall's users and staff is paramount during the works.</p>	
10.	<p><b>AOB</b></p> <p>The Chairman echoed Don Bartlett's request for volunteers. However, noting that many of those present were either actively supporting other Village organisations or were past members of the Village Hall Committee or other worthy organisations, asked that they also talents spot younger villagers. He also noted that, despite a year previously indicating a wish to handover as Secretary, Karungi had continued in the role as acting secretary. He wished to record his thanks for her ongoing support and those thanks were reinforced by all present.</p> <p>David Shaw thanked the Committee for all the work put into managing and running the Village Hall and commended them for all the projects taking place. Communication with our community is very important and the Parish News intended to mitigate the loss of the Aston Gifford News and, from September, Sarah Dorrington will include news from Codford in the newsletter. Anne Levick added her thanks to the Committee for their continued dedication to the Village.</p>	

KED Grant

Acting Secretary