**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING**

**MINUTES 21 JANUARY 2021**

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| **Present:**John McIntosh JMDon Bartlett DBKaren Bentley KB Alec Thomson ATJamie Rideout JRKarungi Grant KG | **In Attendance:**Natasha Haughian NH**Apologies for Absence:**Karl Cleife KC |

* **Introduction**. Minutes were approved and accepted.
* **Matters Arising**. Included as appropriate in following items.
* **Treasurer’s Report.** Treasurer’s report submitted via email, actions are:
	1. Application for COVID relief fund grant be taken on by KB. KG to contact WVH coordinator Helen Akayima to check what is available. **Action KG & KB**
	2. Insurance document still not uploaded onto Teams. JM requested that once KB obtains it, she posts a copy on Teams and confirms how much cash we are insured to hold on the premises **Action KB**
	3. KB to confirm when insurance is due for renewal and make a list of renewal dates.  **Action KB**
	4. Treasurer handover meeting to be arranged for weekend 30/31 Jan. KB to set time with, KC and Laura Sealey.B reported that Laura has now the QUICK BOOKS and is just awaiting all the information to input. She has been quoted £10 pcm for the service which is within budget agreed.
	5. KC requested meter readings. AT agreed to provide them to KC and to meet with NH to show her where the meters all are for future monthly recording of all of the values. **Action AT & NH**
* **Building and Estate**AT reported.
	1. Parish Council have authorised the go ahead of refurbishing the play area, PC will pay for this and work has already started.
	2. TC has approached AT about the trees in the millennium garden that are overhanging the tennis courts and need cutting back. AT agreed that TC may get a tree surgeon to carry out the work.
	3. Leylandii hedge pending good weather to get it sorted.
	4. New Key register has been made and passed on to KG. All keys in the key box have been labelled.
	5. TH White have been and done the annual inspection of the burglar alarm in the village hall. It was aged but still functioning like most of the Committee.
	6. 3 companies have quoted for supply for materials for the kitchen. Quotes for electrician etc have been sourced. Capital items need to be reviewed and decision made on whether these need to be replaced or not. AT reckons, the sub committee will have something to present to the VH committee in a couple of months. He estimates the cost in the range of £10,000 – £15,000.
* **Committee Administration**
	1. KC to hand over treasurer’s email account to KB
	2. KG to register KB and JR as trustees on to Charity Commission website. **Action KG**
	3. KB to instruct the Accountants to register her as a CBB director with Companies House. **Action KB**
	4. JM asked KG to activate the calendar on teams. **Action KG**
* **Hallmark**NSTR. Committee to review the work required once handover of treasurer completed and all day-to-day systems settled in.
* **Parish Council.**
DB reported that he had made the point to PC that with the lockdown, not much is happening but bills still need to be paid.
* JM still waiting for the Accountant’s report on the 2019-2020 finalised accounts to be able to make the Chairman’s report for 2020 in lieu of the AGM.
* **AOB.**
	1. AT reported that he had discussed options to reduce the cost of grounds maintenance with Mark Gunter and he considered that a reduction on frequency of mowing is not an option. AT also reported that the Thursday group does supplement his work by tackling areas he is not able to get to and this reduces his load considerably. The Committee accepted AT’s opinion that the current service is required and a reasonable cost.
	2. Quotes for scrubber dryer machine for cleaning the VH floor discussed. JM had shared quotes by email but still needed confirmation of annual servicing costs from the company before asking the Committee for a decision. A vote by email would be held once he had the figures. **Action JM**
	3. JM reported that all Christmas gifts to the staff and Thursday group were gratefully received. AT recorded a vote of thanks from the Thursday group and Jeannette.
* **Next Meeting**.

Thurs 18th February 2021 at 7pm.

K Grant

SECRETARY

**TREASURER’S REPORT**

**From:** Karl Cleife
**Sent:** 20 January 2021 23:19
 1) The accounts are all with the accountants who, as you have seen,  have come back with a limited list of queries which we should be able to address fully within the next week.

2) I have forwarded bank transaction details to Karen and Natasha, which are also appended to this email. We have since received another tranche of furlough monies, but ongoing running expenses continue to drain the reserve account.

3) Bar expenditure for the same period last year was as follows:

Note that the bar licence has already been paid and the Service Charges relate to bank charges that are unlikely to be incurred - I would make a provision of £10 per month. for these.

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| **Codford Broadleaze Bar Summary Accounts 2019/2020** |

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| --- | --- | --- | --- | --- |
| **Date** | **Amount** | **Memo** | **Codes** | **Gross** |
| 03/01/2020 | 180 | Wiltshire Council - Licencing | **16** | 180.00 |
| 17/01/2020 | 82.85 | BT | **13** | 82.85 |
| 21/01/2020 | 26.65 | Bank Charges | **18** | 26.65 |
| 24/01/2020 | 14.4 | BT | **13** | 14.40 |
| 31/01/2020 | 72.18 | HILLS WASTE SOLUTI C00165A | **12** | 72.18 |
| 17/02/2020 | 40.72 | BT GROUP PLC GP00181919-000040 | **13** | 40.72 |
| 18/02/2020 | 43.31 | SERVICE CHARGES REF : 299115719 | **18** | 43.31 |
| 26/02/2020 | 20.4 | BT RETAIL 00631096/001 | **13** | 20.40 |
| 28/02/2020 | 56.88 | HILLS WASTE SOLUTI C00165A | **12** | 56.88 |
| 02/03/2020 | 39.87 | TV LICENCE QBP1 1717783412 | **14** | 39.87 |
| 17/03/2020 | 34.82 | SERVICE CHARGES REF : 301691786 | **18** | 34.82 |
| 17/03/2020 | 54.96 | BT GROUP PLC GP00181919-000041 | **13** | 54.96 |
| 25/03/2020 | 14.4 | BT RETAIL 00631096/001 | **13** | 14.40 |
| 31/03/2020 | 56.88 | HILLS WASTE SOLUTI C00165A | **12** | 56.88 |
|  |  |  |  | 738.32 |

 The relevant Hall costs for the same period include excessive electricity costs. I cannot be sure what the electricity costs should be because I do not have the readings. The insurance continues at about the same sums and the Accountants fees will be more because we have started paying them later. (i think £260 per month).

Please also note that I have paid about £1,500 to Matt Gunter and TH White (combined) so have deleted them from the costs below.

Bar Wages have been assumed as nett zero after grants, but £230 per month should be allowed for management costs.

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| --- | --- | --- | --- | --- |
| **Date** | **Amount** | **Memo** | **Codes** | **Gross** |
| 02/01/2020 | 74 | nPower | **7** | 74.00 |
| 03/01/2020 | 161.09 | Ansvar Insurance | **19** | 161.09 |
| 07/01/2020 | 918.2 | nPower | **7** | 918.20 |
| 27/01/2020 | 159 | MOORE STEPHENS SOU CODFO758 | **17** | 159.00 |
| 30/01/2020 | 283.6 | AJCDRAINAGELTD  | **22** | 283.60 |
| 03/02/2020 | 74 | NPOWER 000601515794 | **7** | 74.00 |
| 04/02/2020 | 161.09 | ANSVAR INSURANCE UK CCP 2264715 | **19** | 161.09 |
| 11/02/2020 | 770.63 | NPOWER 000601522212 | **7** | 770.63 |
| 25/02/2020 | 159 | MOORE STEPHENS SOU CODFO758 | **17** | 159.00 |
| 02/03/2020 | 74 | NPOWER 000601515794 | **7** | 74.00 |
| 03/03/2020 | 161.09 | ANSVAR INSURANCE UK CCP 2264715  | **19** | 161.09 |
| 10/03/2020 | 751.89 | NPOWER 000601522212 | **7** | 751.89 |
| 25/03/2020 | 159 | MOORE STEPHENS SOU CODFO758 | **17** | 159.00 |
| 27/03/2020 | 95 | DEPOSIT POINT |  | 95.00 |
| 27/03/2020 | 60 | CORRECTION |  | 60.00 |
|  |  |  |  | 4,061.59 |

4) I have not made any application for a COVID grant. I hope someone else can take this up

5) I have correspondence from Lloyds Bank which may enable access to the accounts by both you and Karen. Can I drop this all off at your house? I still do not have time for meetings.

 I'm sure Natasha can help with the actual figures, but I think Fish and Chip sales were starting to decline - even with the return of colder weather and more lockdowns.