**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING**

**MINUTES 18 MARCH 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 |

1. **Introduction**. Minutes were approved and accepted. JM suggested all docs be uploaded on Teams, in advance of the day of the meeting, to help smooth flow of meetings.
2. **Matters Arising**. Included as appropriate in following items.
3. **Treasurer’s Report.**
	1. KB has contacted the electricity company but had to forward matter to KC as she is not yet able to log into the account. KB to liaise with KC for log in details. She will find out about installing smart meter/s. **Action KB**
	2. KB reported payments of the grants have been made, Furlough payments have also been made.
	3. JM reported KB is not yet able to operate as treasurer and the handover of responsibility from KC can’t be affected until she had control of the accounts. It took 5 months for this to happen when KC took over from Ann Levick and will be at least 4 months this time. Going forward, at least two trustees will have access and authority to avoid this reoccurring at future handover.
4. **Building and Estate**AT reported:
	1. Recorded usage of electricity for 12 days and it came to about £4 a day. It appears usage would largely be by the tenant the tele cottage. JM suggested reviewing the tenancy agreement to get it in line with the electric consumption. KB to provide the month’s bill to KG. To be considered at the next meeting
	2. Has emailed Highway’s contractors about replacement trees but no response received. Concern that the tree planting season is soon coming to an end, AT to continue to follow up. **Action AT**
	3. KG has ben in touch with Sanctuary Housing Association. They have agreed to cut back the Leylandii hedge. KG also reported passing on a proposal from the committee to bring it down to 8ft, and this can then be maintained by volunteers, going forward.
	4. Concrete blocks that were found in the area that was cleared still to be smashed and got rid of
	5. Contacted TH White to look at the alarm keypad that was getting problematic. They suggested replacing the system which has now become obsolete, quoted a figure of about £800. Short term solution was to change the code. It was also noted that the emergency contacts for the alarm need to be updated. LC to be contacted on how to go about this. **Action KG**
	6. Heart Foundation recycling had not been emptied for a while. AT has tried to contact the shops and will try again when they re-open.
	7. Has received a used lawn mower which he has serviced and made good for use by the Thursday Volunteer team.
	8. DB following up on the potential craft loft tenant previously identified. JM proposed making a note of the electricity usage and providing Sue with a clear formular of how this will be split. (DB and KG not included in the vote) the rest of the committee agreed to this proposal. AT suggested to also inform Sue of the other tenant using the space for storage. JR suggested comparing current usage and usage after new tenant starts, to establish usage.
	9. The barrier of felled trees is not sufficient as far as security of children straying on to the A36. Committee agree there is indeed a need for a secure fence to be erected. DB has been in touch with Graeme Morrison, the community engagement person, who has confirmed that an application for an Area Board Grant of £800 for the fence would be a compliant bid.
5. **Committee Administration**
	1. KG to propose to the PC to purchase the paid version of Microsoft Teams which has more functionality. (Basic £3.80+VAT pm or Standard £9.40 + VAT pm) **Action KG**
	2. JM had a response from the Charity Commission listing previous trustees and dates of resignation, back dated to 6 years. KG to file this in a running log.
6. **Hallmark**JM highlighted the importance to getting this done. As part of the responsibility of the trustees, to make a document that can be carried over. AT has identified what is required. Each committee member then has the task to populate the HM folder with evidence of their responsibilities. JM called for an update from each one by the next meeting. JM has offered to handle the IT side of things. **Action All**
7. **Parish Council.**
DB noted that the Village meeting is on the 10th of May. Committee agreed to schedule the AGM for the same date.
8. 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.
9. **AOB.**
	1. JM shared information and quotations for a floor scrubber. He proposed a budget of £2000. Committee agreed to this budget.
	2. JM contacted the resident about the trailer parking alongside her fence, issue has been resolved.
	3. JM proposed moving meeting time to 7.30pm rather than 7pm. It was agreed to maintain 7pm start as the meetings tend to go on for long.
	4. JM reported doing some work on the 2019/20 minutes and will be doing the same for the next set of accounts. DB offered a vote of thanks for doing it as it was quite substantial.
	5. JM to send link for the website to NH. JM has offered to assist any members that may need help with accessing Teams.
10. **Next Meeting**.

Thurs 18th April 2021 at 7pm.

K Grant
SECRETARY