**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING**

**MINUTES 15 APRIL 2021**

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| **Present:**John McIntosh JMDon Bartlett DBKaren Bentley KB Alec Thomson ATKarl Cleife KCJamie Rideout JRKarungi Grant KG | **In Attendance:**Natasha Haughian NH**Apologies for Absence:**None |

1. **Introduction**. Minutes were approved and accepted.
2. **Matters Arising**. Included as appropriate in following items.
3. **Treasurer’s Report.**
	1. Bank balances
* £1924
* £7418.75
* CBB £4,1961
* Capital Fund £23011.13
1. **Building and Estate**AT reported:
	1. Trees have been delivered and will be planted in due course. The second pile of chippings has now been leveled with the help of Tom Thornton’s tractor/digger and the Thursday group of volunteers.
	2. Fencing has been planted around the Memorial Trees.
	3. Play area renovations progressing with the replacement of the flooring to be done next and felt roofing done.
	4. Volunteers requested authorisation of a budget of £300 to maintain the VH grounds. Committee approved.
	5. KG to follow up with Sanctuary Housing about the leylandii hedge.
	6. The emergency contacts for the alarm have now been updated.
	7. JR reported sweets litter in the children’s play park. JR’s offer to produce some caution signage for the play park was gratefully accepted.
2. **Committee Administration**
	1. PC has approved purchase of a more robust IT package that could be shared with the CVHMC.
3. **Proposed Changes to Management of CVH Accounts**
	1. JM tabled the proposals detailed in Enclosure 1 which had been shared in advance of the meeting by email. The Committee noted the contents and the following decisions were passed unanimously:
	2. Proposal 1 - That the Codford Village Hall Management Committee reduces the number of officers required to verify changes to the administration of the accounts from two to one. Decisions:
		1. Agreed for issue of cheques and in-branch payments, including direct debits.
		2. To remain at Two to authorise account changes.
	3. Proposal 2 – that CVHMC apply for a business debit card for the CVH Treasurer’s account – Agreed.
	4. Delegated Powers of Financial Authority - to be refreshed and included in the standing orders. The Committee to delegate authority for authorising exceptional out-of-committee expenditure to be £200 for any one of the three individual account holders (Chair, Vice Chair and Treasurer) or £500 for any two including the Chair. Approved.
	5. KC recommended that this not include preventing the Treasurer from authorising routine payments to repeated creditors, e.g. power, brewery and service contracts. Approved.
	6. JM undertook to capture these resolutions in a new CVH financial management policy. **Action JM**
4. **AGM**
	1. JM would await 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.
	2. Afternote: JM had confirmed that the report he had prepared and the Accountant had lodged with the Charities Commission met the requirements of the Chairman’s report. The way forward now was to complete the 2020-2021 accounts ASAP and to hold an AGM in the Hall post-21 Jun 21 when all restrictions are due to have been lifted
5. **Hallmark**AT reported several folders have been added and populated to the Hallmark channel on the CVH Team Site.
6. **Parish Council.**
7.1 PC to be consulted to consider moving the Village Meeting to after the 17th of May. (Afternote: KG confirmed that restrictions on the PC election of officers meant that the date has to remain at 10 May and the meeting would be held vitually).

7.2 DB reported that PC had agreed to purchase the floor scrubber and deduct the cost from the next grant.

1. **AOB.**  None.
2. **Next Meeting**.

Thurs 20th May 2021 at 7pm.

K Grant
SECRETARY

Enclosure 1

PROPOSED CHANGES TO MANAGEMENT OF CVH ACCOUNTS

Reason:

Currently, payments from the account can only be made by on-line banking or a cheque requiring two signatures. Some payments, particularly regular ongoing payments, require the details of a debit card. Secondly, the current requirement for dual authorisation of account management changes has led to yet another very protracted hand over between treasurers, with the last two transfers of authority taking some 5 months on each occasion.

Safeguards:

The following safeguards are in place to allow the trustees oversight of activity in the accounts and the ability to identify if unusual activity was occurring:

* The account balances are reported monthly to the CVHMC Meeting.
* There will be at least two, if not three trustees with access to view the account balances.
* With the adoption of Quickbooks, our Book Keeper will see any unusual account activity within the month.

Proposal One:

1 That the Codford Village Hall Management Committee reduces the number of officers required to verify changes to the administration of the accounts from two to one. This will involve the power to individually authorise:

* Issue of cheques and in-branch payments, including direct debits.
* Account charges.
* Authority changes.
* Applications for new products and services (e.g. overdrafts, loans etc).

Proposal Two:

**1** That the Codford Village Hall Management Committee (“the Business”) apply to Lloyds Bank plc ("the Bank") for the issue of Business Debit Cards to authorised users as determined by the Business from time to time. The cards to be subject to the Business Debit Card Terms and Conditions, a copy of which is available to committee members to review in advance of the meeting by the link <https://www.lloydsbank.com/assets/assets-business-banking/pdfs/lbrbb0006.pdf>). Agreement to the proposal at the meeting will assume acceptance of these terms.

**2** That any two officers from time to time are authorised to request the Bank to issue Business Debit Cards and are authorised to sign the application form and any other relevant documentation on behalf of the Organisation.

**3** That the Bank is authorised to debit the Organisation's account number that is specified in the application form for the Business Debit Cards with all transactions effected under such Business Debit Cards together with any interest thereon and with any fees for the issue and renewal of such Business Debit Cards and that the Organisation will be responsible for any overdraft so created with interest.

**4** The Organisation acknowledges that the authorised users will be able to access information about the Organisation's account when using a Business Debit Cards at an ATM, and consents to this disclosure.

**5** These resolutions will be governed by and construed in accordance with the law of the country in which our accounts with the Bank are held and are in accordance with the Rules of the Organisation.

If adopted, the Secretary will need to record the wording above in the minutes.

Proposer:

JH McIntosh

Chairman

10 Apr 21