

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING
MINUTES 20 APRIL 2021**

Present:

John McIntosh JM
Don Bartlett DB
Karen Bentley KB
Alec Thomson AT
Jamie Rideout JR
Karungi Grant KG

In Attendance:

Natasha Haughian NH

Apologies for Absence:

Karl Cleife KC

1. **Introduction.** Previous minutes were approved and accepted.
2. **Matters Arising.** Included as appropriate in following items.
3. **Treasurer's Report.** Balances Attached
 - 3.1. April was relatively quiet regarding the banking and payments. The startup grant was received, and payment went into the Broadleaze Bar account.
 - 3.2. Spread sheets for April on Teams under Finance. These are different to the original format.
 - 3.3. FY Apr 2020 to Mar 2021 accounts delivered by hand to accountants. Further information as still needs to be forwarded and it is probable more questions to be answered. **Action JM**
 - 3.4. Going forward it has been suggested that electric bills are split between the Village Hall and the Broadleaze bar 70%/30%. JM confirmed that Moores should be instructed to readjust the split to that used pre-Lockdown. **Action KB**
 - 3.5. Quick book from April 21 to be loaded on still. Laura and KB able to work together to add the information and adjust the format if Alison Witt makes suggestions.
 - 3.6. Lloyds Bank have been notified of change of address to KB's work office.
 - 3.7. E-ON have made amendments to the invoices and money returned in May statement.
 - 3.8. KB questioned whether we need to look at other providers as quotes are available if needed with Utility Aid and Emily who would like an update. KB to ask Utility Aid if they could get us a better deal. **Action KB.**
 - 3.9. BT: The mobile phone account has been put in the hands of a debt collector. KB had sent all the information to BT Billing to evidence closing it but this had not been acknowledged. She will once again chase this up as a priority to conclude the account is closed and no bill due. **Action KB.**
 - 3.10. PAYE; is now accessible by both KB and NH.
 - 3.11. HMRC: Games license checked and information to be updated.
4. **Building and Estate.**
 - 4.1. Lockdown has helped narrow down and identify electricity usage. He was able to work out; from 7th March – 17th May 1932kw used at 20p/kw = £386 over 71 days, approx £5.40 per day. Main usage by the tenant in the Tele Cottage. Other users were F&C x5, the exterior lighting and septic tank air pump. Committee discussed and resolved to source the going rate for renting office space and consider reviewing the rent charges accordingly.
 - 4.2. Water heater is leaking and will cost £600 to replace. AT to investigate reducing to one heater on a timer.
 - 4.3. New strimmer was purchased for £130.
 - 4.4. JM to draft a response to Sanctuary Housing about maintenance of the Leyladii hedge. Work will probably be done in the autumn as it, too late to cut it back now. **Action JM.**
 - 4.5. AT got a quote from a floor care company of £5500 to resurface the sports hall floor. KG to share email from Sport England for possible funding. **Action KG**
 - 4.6. AT presented a list of potential maintenance projects need for the facility as of May 2021. Committee prioritised the list and asked for quotes to go ahead now to modernise the

burglar alarm, fire alarm, instal a panic button behind the bar, repair the tractor shed door. Other items to be represented with an indication of year due by. **Action AT.**

SER	PROJECT	COST	PRIORITY
1	Protective paint and galvanisation on all roof surfaces to be restored either by total roof replacement or painting	£25K	-
2	Streetlights to be replaced with LED type	£1K	4
3	Tractor shed roller door to be repaired/replaced	£450	3
4	Fence ditch boundary	£750	-
5	Repaint window frames	£500	-
6	Re-surface main hall floor	£5.5K	-
7	Modernise burglar alarm system	£1K	1
8	Modernise fire alarm system	£1K	2
9	Modernise Kitchen	£20K	-
10	Knock through from Hall to Office	£12K	-

4.7. DB reported next meeting of the Area Board is on the 24th June and he will follow up on the application of the grant for fencing.

4.8. NH to come up with a proposal for freshening the décor of the social club, including repainting the red wall. **Action NH.**

5. Hiring Events

5.1. JR reported the Fete committee do not intend to have an outdoor bar. A gin stall however would be set up as has been in the past. NH to decide what indoor or outdoor bar on the day. **Action NH**

5.2. JR arranging a car club stop over for the Sunday 15th August - refreshments to be organised.

5.3. Posters are up to gauge interest for the car boot sale proposed for the 28th of June at £5 a pitch.

5.4. JM to share log in details for the website with JR. **Action JM**

6. **Committee Administration.** KG updated committee on PC's intended upgrade to Microsoft Teams Business package and new domain name with official email addresses. Plan is to share this account with the VHC

7. **Proposed Changes to Management of CVH Accounts.** JM undertook to capture these resolutions in a new CVH financial management policy. **Action JM**

8. **AGM** Planning date for the AGM end of June or early July after accounts finalised.

9. **Hallmark** AT reported several folders have been added and populated to the Hallmark channel on the CVH Team Site.

10. Parish Council.

10.1. DB reported the AED had been deployed. It was returned but was did not have the pads. This was reported to the Air Ambulance and resolved

10.2. Allotments were discussed at the PC meeting and a proposal was awaited.

10.3. Tennis Club approached PC about leasing ground. PC referred this to the CVHMC who hold responsibility for the land. **Action JM**

11. **AOB.** Demo for the floor scrubber on Friday morning. DB, KG and Jeanette will attend.

12. **Next Meeting.** Thurs 17th June 2021 at 7pm.

K Grant
SECRETARY

Treasurers Report: April 2021.

BANK BALANCES: April 2021

CODFORD BROADLEAZE BAR:

31/03/2021	opening balance	£4,851.60
	Money Out	£1,903.94
	Money in	£9,443.92
30/04/2021	Closing balance	<u>£12,391.58</u>

BB INSTANT Saver ACCOUNT:

April	opening balance	£23,010.95
30/04/2021	closing balance	<u>£23,011.13</u>

CVH Business Instant Account:

April	opening balance	£7,418.81
30/04/2021	closing account	<u>£7,418.81</u>

CODFORD VILLAGE HALL TREASURERS ACCOUNT:

31/03/2021	opening balance	£1142.87
30/04/2021	closing balance	<u>£1090.45</u>