

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING  
MINUTES 17 JUNE 2021**

**Present:**

John McIntosh JM  
Alec Thomson AT  
Karungi Grant KG

**Apologies for Absence:**

Karl Cleife KC  
Natasha Haughian NH  
Jamie Rideout JR  
Don Bartlett DB  
Karen Bentley KB

1. **Introduction.** Previous minutes were approved and accepted.
2. **Matters Arising.**
  - 2.1. Provide any comments on Moore South draft report JM shared. **Action – All.**
  - 2.2. KB to confirm Moores have been instructed that electric bills are to be split between the Village Hall and the Broadleaze bar 70%/30%. **Action KB**
  - 2.3. KB to update on asking whether Utility Aid could get us a better deal. **Action KB.**
  - 2.4. 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.**
3. **Treasurer's Report.** Treasurer's report was submitted and is attached. KB thanked for providing an update despite pressure of work preventing her attending the meeting.
  - 3.1. It was noted that the mobile phone account has been closed. KB to confirm we did not pay a penalty fee to the credit company. **Action KB.**
  - 3.2. £50 per month for WiFi seemed expensive and NH asked to review alternatives. **Action NH.**
  - 3.3. KB queries about TV license and music license, however, the only ones with the details to check are the Treasurer or Bar Supervisor. **Action KB.**
4. **Building and Estate.**
  - 4.1. AT had contacted Neal Powell about clearing the logs left behind.
  - 4.2. AT has replaced the two water heaters with one which is performing adequately. He will have three control push buttons installed at £20 per switch plus the electrician's fee.
  - 4.3. AT also reported he was going to replace streetlights with LED lights, cost £300.
  - 4.4. JM emailed Sanctuary Housing with the suggestion that Sanctuary organise one major trim per year, before the nesting season starts, then we take on the responsibility for keeping the height down and the top and field side of the hedge tidy throughout the summer and autumn. Work will probably be done in the autumn as it, too late to cut it back now.
  - 4.5. AT got a quote from a floor care company of £6, 240 to resurface the sports hall floor. AT reported that the grant application to Sport England was not successful. AT will have another go at another bid. **Action AT**
  - 4.6. AT has sited mice traps around the facility. He noted that since Fish & Chips is now over, the kitchen needs to be cleared.
  - 4.7. DB sent in an update about the New Fence. The Area Board will deliberate on our grant application at their meeting on Thursday 24 June which he will attend (virtually) and support the application as required.
  - 4.8. AT has arranged for the sewage treatment plant to be serviced.
  - 4.9. Garage door repairs progressing
  - 4.10. 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 sent an update on the car boot to say it has been cancelled due to a lack of numbers interested. Feedback from a number of sources indicated that there was a demand and JR encouraged to run it soon with a much smaller threshold of cars. **Action JR**
- 5.2. JR has received over 50 expressions of interest in the mini club car stop over scheduled for the Sunday 8<sup>th</sup> August - refreshments to be organised. **Action JR**
- 5.3. Football event scheduled for 26<sup>th</sup> August
- 5.4. JR communicated that there is interest in summer skittles, JR to work with new bar staff Aaron Martin on this. **Action JR**
6. **Committee Administration.**
  - 6.1. **AGM** Date to be decided once accounts are complete and the Government confirms the date for COVID restrictions to be lifted.
  - 6.2. **Hallmark** AT engaging with WVHA to seek an advisory meeting with core a Hallmark assessor to confirm maturity of CVH process and action required to be successful at an audit. **Action AT**
  - 6.3. **Parish Council.** DB sent in an update on the floor cleaner and scrubber; The PC has paid for the two items of cleaning equipment. Costs are Floor Scrubber £1495 (VAT excl) and Floor Buffer (£135 (VAT excl). The balance of the £2500 we get from the PC will come across to us shortly. As previously agreed, the Development Fund should see the whole £2500 with the difference made up from VH funds
7. **AOB.**
  - 7.1. JM suggested contacting Helen Akiyama for pointers on possible grants. **Action AT & KG**
  - 7.2. KG to investigate if notifications are sent to the app on the mobile that is used for the door lock. **Action KG**
  - 7.3. JM contacted Tennis Club chair and offered VHC support for the planning application and fundraising for the new fence.
8. **Next Meeting.** Thurs 15<sup>th</sup> July 2021 at 7pm.

K Grant  
SECRETARY

## TREASURERS REPORT: MAY 2021

Bank Balances: May 2021

### Codford Broadleaze Bar:

01/05/2021	opening balance	12,391.58
	Money Out	10,050.85
	Money in	2,789.30
<b>31/05/2021</b>	<b>Closing balance</b>	<b><u>5,130.03</u></b>

### BB INSTANT Saver ACCOUNT:

01/05/2021	opening balance	£23,010.95
	Money in	£6,000.20
<b>31/05/2021</b>	<b>closing balance</b>	<b><u>£29,011.13</u></b>

### CVH Business Instant Account:

01/05/2021	opening balance	£7,418.81
<b>31/05/2021</b>	<b>closing account</b>	<b><u>£7,418.81</u></b>

### CODFORD VILLAGE HALL TREASURERS ACCOUNT:

01/05/2021	opening balance	£1,090.45
<b>31/05/2021</b>	<b>closing balance</b>	<b><u>£1,304.12</u></b>

1. May has been relatively quiet, it was the beginning of the preparation to the startup of CBB re opening and the village hall. Expenditure has been higher than income due to ensuring we have sufficient stock in place. Also, the purchase of a new cash register/till system as agreed at £866.60.
2. We received in May an additional WCC £1334 grant alongside the WWC £8000 received back in April.
3. Year-end draft accounts have been returned by the accountants following myself and Laura answering a few queries also they requested for John as the chair to supply an overview report to them.
4. Update - Lloyds Bank have been notified of change of address to my work office-ongoing due to error on postcode.
5. E-ON have made amendments to the invoices and money credited back into the account and we are still challenging any overpayments as per the meter readings.
6. Moore Accountants have now had a SO set up for the monthly payments.
7. BT mobile phone: Paid £136.83 final outstanding balance on 27<sup>th</sup> May to Zinc Credit Management. As of the 5<sup>th</sup> June we have received a final credit of £0.00 confirming the account is now closed. The reason we were receiving the debt letters were prior to March 2021 they had not acknowledged any correspondence from ourselves, requesting to close the account.
8. BT wifi monthly payment is now manageable at £50 approx
9. HMRC: Games license checked and information to be updated.
10. TV license, do we need to update this information?
11. Also, the Music license may need updating. **-ongoing**

Many thanks  
Karen and Laura.