

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING

MINUTES 20 AUGUST 2021

1. Attendance

Present:

John McIntosh JM
Karen Bentley KB
Alec Thomson AT
Natasha Haughian NH
Karungi Grant KG

Apologies for Absence:

Don Bartlett DB
Jamie Rideout JR

2. Introduction.

Previous minutes were approved and accepted.

3. Matters Arising.

3.1. KB explained that the policy for the split would be considered at the end of the year. Committee agreed to carry on with the 70%/30% split.

3.2. KB reported that the electric charges are rising slightly. She advises to stay with eon for now.

3.3. NH planned to keep bar indoors. The Prince Leo will be selling alcohol, to be confirmed. **Action JM.**

4. Treasurer's Report.

KB presented the treasurer's report. (Available on teams)

4.1. KB confirmed having to pay a penalty fee to the credit company for the mobile phone which had accrued from November 2020 till March 2021. She has cancelled it. BT has paid back £10 rebate.

4.2. Music license, KB to follow up **Action KB**

4.3. KB and NH have not been able to get the returns done for the games license. KB to follow up and sort this. **Action KB**

4.4. KB needed clarification on payments going into the bank, to help log it in the right QuickBooks spread sheets. Booking forms to be completed by the two new tenants, so their details are passed on to Sue for invoicing. **Action KG**

4.5. KB to arrange a meeting with Sue, KG, and NH re: booking management and invoicing. **Action KB**

4.6. Committee agreed that all rentals should be reviewed annually. **Action KB.**

5. Building and Estate.

5.1. AT contacted AJC drainage who have accessed at £274 and sorted the problem with the treatment plant, will which cost £900 to rectify.

5.2. The Thursday team has been getting on with mowing and weed killing.

5.3. Men's urinal has been repaired. Leak in the disabled toilet has also been fixed.

5.3. AT also reported that he has received an offer from a benefactor who is going to pay for the burglar and fire alarm system, which will be installed in September. This will cost £6,444

5.4. AT has put in another bid for the lottery grant for funds to renovate the VH floor.

5.5. AT also reported that the Thursday Volunteer group will be going out for their meal the following week. KB to honour the pledge of £200 that the committee agreed to, as a thank you for all their hard work looking after the facility.

6. Hiring Events

Future Events

6.1. Car boot sale and Mini Club stop over could have benefited from sale of food. Committee agree the two events were something to build on.

6.2. Committee noted that corkage charge had not been addressed for the Tennis Club BBQ who brought their own alcohol. Corkage to be discussed by the committee in advance to decide whether to allow the consumption of alcohol brought on to the site and whether a corkage charge is applicable.

6.3. Football event scheduled for 26th August.

6.4. JR was not present to update on the skittles bonanza and proposed for 14th and 28th August.

Action JR

7. Updates and AOB

7.1. Committee Administration.

JM suggested following up with Cllr Brayne to backup all the documents stored on teams. **Action KG**

7.2. 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. JM has offered to set up the meeting on teams. **Action AT**

7.3. AGM

DB not available to update on the AGM.

It was noted that attendance was low, both the committee and the community. KG to publish minutes on the notice board. JM to publish minutes on the website. JM also to share the chairman's report to go into the community newsletter. **Action JM.**

7.4. Parish Council.

DB was not present to comment

7.5 AOB.

1. Proposal to apply for the football grant to go towards refurbishing the changing rooms. AT to investigate refurbishment costs and JR to consider football ancillary items (nets, posts etc) to support any grant application. **Action AT and JR.**

2. Suggestion to have a 'Open/Closed' sign. Members to come up with ideas. KB to ask NH to see if the breweries have any such signs. **Action NH**

3. DB has emailed to have the newly acquired floor buffer attended to as it is not working as expected.

KG suggested thanking Ruth Foster in some way or another for the cakes she contributed for August 8th events. KG to sort something out. **Action KG**

8. Next Meeting.

Thurs 16th September 2021 at 7pm.

K Grant

SECRETARY