

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING

MINUTES 16 SEPTEMBER 2021

1. Attendance

Present:

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

Apologies for Absence:

Don Bartlett DB
Jamie Rideout JR
Karen Bentley KB

2. Introduction.

Previous minutes were approved and accepted.

3. Matters Arising.

3.1. KB queried the policy for the split of overheads between CVH and CBB, the Committee agreed to carry on with the 70%/30% split from previous years.

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

3.3. Following Prince Leo's bar at the fete and no corkage charge at the TC booking on the 8th August, JM reminded all of the Ts & Cs for Hire and that any wave of the supply of alcohol from CBB and decisions on whether or not to raise corkage were to be brought to the Committee in advance of a hiring event.

4. Treasurer's Report.

(Available on teams)

4.1. KB shared emailed recommendation to switch energy providers. JM suggested committee to empower KB to take the recommendation offered. Agreed. **Action KB**

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

4.3. NH has contacted HMRC on the issue of the Games returns but was not able to progress the inquiry due to lack of info on bank details etc ... around £700 is owed from 2014. NH has passed all receipts to KB and follow up on this. JM asked NH to discuss resolution with KB and offered to assist them if they were still having problems with the software. He stressed that it was important that this was resolved asap to avoid unnecessary penalty charges. **Action NH**

4.4. Booking forms to be completed by the two new Craft Loft 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. NH to add readings for electric meter for the loft to Sue monthly. **Action NH**

5. Building and Estate.

5.1. AT reported the vandalised tiles in the sports hall have not yet been replaced and suggest getting on and doing it. Panels would cost £60. JM will contact Sara to inquire about progress before AT can take on the task of replacing the tiles. **Action JM**

5.2. AT also reported that the two leylandii hedges were now due cutting back. AT too contact DB about hedge that obstructing the light in the VH car park. **Action AT**

JM to follow up with Sanctuary Housing about cutting down the hedge to a manageable height.
Action JM

5.3. AT reported that the new LED lights for the car park have now been installed.

5.3. AT reported tyres that were left behind the VH by the fete that needed clearing. AT too investigate **Action AT**

NH has proposed letting a hirer use them for her booking (at her own risk) if they are still about.

5.4. AT has been successful securing the lottery grant for funds to renovate the VH floor; £4700 has been granted. The quote for the floor is £6700 and the VH will fund the balance. Committee agreed to fund the balance and empowered AT to go ahead with works. **Action AT**

5.5. AT has made a start on the 2 new water heaters.

5.6 AT has secured two quotes and a benefactor who has offered to pay for the alarm system.

6. Future Events

6.1. JM raised JR's points in his absence. JR suggested another car boot sale. Committee agree but suggest plenty of time be put into publicising and food (say, breakfast baps) should also be provided. Suggestion to set quarterly dates and advertise well in advance. **Action JR**

6.2 JR is going to contact NH about the Halloween events **Action JR**

7. Committee Administration.

7.1. JM asked KG to follow up with Cllr Brayne to find out how back up of CVH documents stored on Teams was being managed. **Action KG**

7.2. 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.**

8. Hallmark

AT talked to Helen Akiyama who made it clear that an advisory meeting was not worth it; applying for an inspection would cost £35. The inspection team would attend for at least 2 hours and look through our procedures. However, AT does not think we are ready for this. He suggests referring to the report that was made previously and improve on this.

JM noted that the financial procedures was one of the biggest ones that needed tackling, which he has taken on and will endeavour to draft that policy. AT and JM to meet and review the requirements. **Action JM & AT**

9. Parish Council. No report.

10. Updates and AOB

10.1. AT to contact a possible recruit to the committee. KG to contact another possible recruit to the committee **Action AT & KG**

10.2. KG reported that she had been the community liaison for TC and for TC on the VH committee

but has now stepped down from the TC committee. Committee feels there is no need for an actual member to attend VH meetings, matters have been/can be communicated via email.

10.3. Tennis courts were locked up after they had been cleaned, resurfaced, and repainted, this caused and raised grumblings in the community. JM to contact TC to inform that corkage will not be charged but a charge for the use of the hall on the day will be added to the charge of use for the kitchen.

10.4. As far as the football grant to go towards refurbishing the changing rooms. AT noted that there being no football club and very low usage of the changing rooms, this was not a priority.

10.5. NH reported that the breweries did not have the sort of OPEN/CLOSED sign suggested for the bar. She was going to look at other sources. **Action NH**

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

10.7. KG purchased a couple of cake making accessories at a cost of £9.37 as a thank you for Ruth Foster for the donation of Cakes at the Mini Club gig on the 8th August.

8. Next Meeting.

Thurs 15th October 2021 at 7pm.

K Grant

SECRETARY