

## **CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING**

### **MINUTES 21 OCTOBER 2021**

<b>1. Attendance</b>	
<b>Present:</b> John McIntosh JM Alec Thomson AT Don Bartlett DB Jamie Rideout JR John Curtis JC	<b>Apologies:</b> Karen Bentley KB Karungi Grant KG Natasha Haughian NH

**2. Introduction.** Previous minutes were approved and accepted. John Curtis was welcomed. He had been unanimously elected to the Committee. His in-depth knowledge of Charities, this Village Hall and small companies would be invaluable. DB to provide induction and mentorship as required and brief him on duties of a Trustee etc. **Action DB** JC had volunteered to take over as Treasurer in due course.

Previous minutes were approved and accepted.

### **3. Outstanding Actions.**

3.1. KB to investigate energy company change. **Action KB**

3.2. KB to check Music Licences are in date. **Action KB**

3.3. KB to ensure tax was paid to date on Gaming Machines. **Action KB**

3.4 KB to liaise with Sue Mitchell over bills to Craft Loft users. **Action KB**

3.5 NH to give monthly meter readings for Craft Loft to Sue Mitchell. **Action NH**

### **4. Treasurer's Report.**

4.1. No report presented on income from bookings.

### **5. Building and Estate.**

5.1. AT reported that some of the vandalised tiles had been replaced. He would replace the accessible remainder. **Action AT**

5.2. AT reported that the two Leylandii hedges had been cut. He would get a price for levelling the Broadleaze hedge and present a proposal to the Committee. **Action AT**

5.3. AT and JR reported that the dumped tyres issue was resolved. **Action Closed**

5.4. AT reported that dates to renovate the VH floor were 29 Nov to 4 Dec. NH to cancel any bookings over this period. Cost is £6,240. Lottery Grant received for £4,740 and the Trustees had agreed CVH will fund the balance. **Action AT & NH**

5.5. The economy switches have been installed on all 3 water heaters. **Action Closed**

5.6 The 3 Car Park LED lights work well. They are controlled by a timer. **Action Closed**

5.7 The new Intruder Alarm and Fire systems have been installed. The cost was £6,447 paid, in total, by an anonymous Village benefactor. JC asked for invoices for the record and to ensure that the contractors were paid by the fund with the donation balancing the cost. A Panic Button in the Bar was not included but the Contractor has been asked to cost this for our consideration. **Action AT**

5.8 Advice had been received from Codelock to sort out the main door lock. JM and NH will investigate. **Action JM & NH**

5.9 The PC funded 2021 ROSPA Report has been received for the Play Area. Residual Play Area funds to be investigated. **Action JC**.

5.10 Tom Thornton would be in putting in the fence this Autumn.

## **6. Future Events**

6.1. JR proposed for CVH/CBB to run 2 Christmas / New Year functions. Budget authorised was £100 for each function. Details and dates to be published. **Action JR**

6.2 JR would plan and organise 4 Car Boot sales in 2022. The first one to be in Spring 2022. They would aim to maximize VH income by food and bar sales. Details and dates to be widely published plenty of time in advance. **Action JR**

## **7. Committee Administration.**

7.1. JM asked KG to contact Cllr Brayne to find out how the back up of CVH Teams documents was managed. **Action outstanding KG**

7.2. KG has put the Minutes on the notice board. JM has published the Minutes on the Website. **Actions Closed.**

**8. Hallmark.** A policy and procedural document needs to be written to cover our financial procedures before we can consider Hallmark assessment. JC and JM would take this on in due course. **Action JM & JC**

**9. Parish Council.** DB explained the format of PC grants to CVH to JC. The Area Board grant to cover Tom Thornton's fence work had also been received.

## **10. Updates and AOB**

10.1. AT, KG and all to keep looking for possible recruits to the Committee **Action AT, KG & All**

10.2. NH reported that the breweries did not have "OPEN/CLOSED" signs for the bar. She would look at other sources. **Action NH**

## **11. Next Meeting.**

Thurs 18th November 2021 at 7pm.

A F Thomson

Acting Secretary