

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES**  
**20<sup>th</sup> April 2023**

<p><b>Trustees present:</b>          John McIntosh JM          Don Bartlett DB          John Curtis JC          Alec Thomson AT          Jamie Rideout JR          Karungi Grant KG</p>	<p><b>In Attendance:</b>          Sarah Palmer SP          Mandy Capel MC</p>
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ITEM	ACTION
<p><b>Introduction.</b></p> <p>1. <u>Apologies:</u> None, all present.</p> <p>2. <u>Matters Arising:</u></p> <ul style="list-style-type: none"> <li>• JM has also been in touch with GoDaddy about a package linked to the CVH website. He will be share details with JC and MC for comparison. (Afternote – action complete)</li> <li>• Activity Open Day to encourage new people to join groups that regularly use the Hall. MC to pick this action up from JR and discuss the idea with Hall users.</li> <li>• JR reported being approached by someone who wants to start a walking activity on Sunday morning.</li> <li>• JC reported the meeting with the Fete committee to discuss the agreed subsidised rates had not happened yet. JC noted that the VH accounts still reflecting a loss, suggests a subsidised rate may not be advised. JM and JC to meet and discuss the concept of a base cost for day and evening events and make recommendations. Ongoing.</li> <li>• JM to share a few points with SP for a standard report. Ongoing</li> </ul> <p>3. <u>Previous Minutes:</u>          The Minutes from the meeting held on 16th March 2023 were approved.</p>	<p style="text-align: center;"><b>MC</b></p> <p style="text-align: center;"><b>JC/JM</b></p> <p style="text-align: center;"><b>JM</b></p>
<p><b>Financial Issues.</b></p> <p>4. <u>CVH Accounts</u> (Financial Reports attached).          The year has ended with a net deficit of £4,673 (for comparison last year’s figure at 31.3.22 was £3,743 deficit), which is comprised of a Restricted Funds surplus of £4,877 (31.3.22 - £3,613 surplus) and an Unrestricted Funds deficit of £9,550 (31.3.22 - £7,356 deficit),and which is broadly in line with the financial reports for the last couple of months.</p> <p>5. <u>CBB Accounts</u>          The year has ended with a further solid performance for March in terms of income, profit margins and overall operating profit, which now stands at £1,624 (31.3.22 - £2,442 profit) for the year, and which again is broadly in line with the reports for the last couple of months. Please note that these figures for March include year-end adjustments for cash expenses of £661 and card payment charges of £822, both of which have been offset against income in the previous months to date - neither of these adjustments though have any effect on the overall operating profit for either March or for the year as a whole.</p>	<p style="text-align: center;"><b>JC</b></p>

<p>6. Committee agreed to the draft figures to be passed on to Moore South. JC indicated that he was now in a position to produce a budget forecast for the years ahead, if that was desired. Agreed.</p> <p>7. JC &amp; SP reported the bar prices had been increased by 6%.</p> <p>8. JM thanked JC for his careful work on the accounts and getting them ready in time to send off to Moore South. He also thanked SP for her great work and the impact it has had on the bar. JM also thanked MC for her role in bringing in new business.</p> <p>9. JC had received insurance renewal papers. Reported an increase in the premium of 5.5%. Renewal note included; access to a free buildings valuing service and a self-assessment risk management form. JM was wary of the revaluation offer as that had previously led to a steep rise in premium, JC noted that the insured sum was index linked and the Committee decided not to pursue the offer. JC to share the risk management document with JM and AT.</p> <p>10. JR to ask Mark Gunter to provide grass cutting invoices quarterly going forward.</p>	<p>JC</p> <p>JC</p> <p>JR</p>
<p><b>Trading, Events and Rentals.</b></p> <p>11. MC reported CVH rentals for the month totalled £424. One-off hire came to £304.50. Heytesbury Football Club was £180. Advance payments for future bookings of £172.50. Craft loft and telecottages rentals came to £592.70.</p> <p>12. MC wanted to know if hire of the field for camping and caravan pitches was to be considered now that Heytesbury FC was going to be using the field. It was agreed that this was feasible and could be managed accordingly.</p> <p>13. JR to explore the concept of outdoor cinema nights. (Afternote: discussion JR and JM noted that clashes with the Woolstore's activities to be avoided and Stuart Creasey had agreed to offer advice to JR)</p> <p>14. MC reported future planned event:</p> <ol style="list-style-type: none"> <li>1. Food van that pays to pitch on the facility</li> <li>2. Open Mic Night once a month</li> <li>3. Bingo Night 20<sup>th</sup> May</li> <li>4. Christmas market on 9 December with Santas grotto, winter wonderland competition, and Christmas carols evening.</li> <li>5. Craft sessions. MC still trying to get a cost/charge for this.</li> <li>6. Halloween disco on the 28<sup>th</sup> October</li> </ol> <p>15. MC requested pressure washing the steps to the craft loft and add grip mats. AT to investigate.</p> <p>16. Coronation committee have requested adequate numbers of staff behind the bar at the barn dance to avoid lengthy queuing. SP confirmed that she intends to make sure things run as efficiently as possible.</p> <p>17. SP has received decorations that will be used to decorate the bar for the Coronation.</p>	<p>MC</p> <p>JR</p> <p>AT</p>
<p><b>Building &amp; Estate.</b></p> <p>18. AT reported a King's Walk has been created through the wooded area alongside the playing field. To have a bonfire and BBQ during the Coronation weekend.</p> <p>19. The parasols and benches will be put out as soon as weather gets better.</p> <p>20. AT also reported a blockage in the VH toilets which is yet to be dealt with.</p> <p>21. AT reported one of the mains electric meters has been digitised and the other is due to be done on the 3<sup>rd</sup> May.</p>	<p>AT</p>
<p><b>Hallmark and Governance.</b></p> <p>22. JM showed the matrix on the Teams Folder showing actions to complete Hallmark preparations. All requested to work to clear these actions to GREEN by the next</p>	<p>All</p>

<p>meeting. Link is:  <a href="https://cofordparishcouncil.sharepoint.com/:w:/s/CodfordVillageHallManagementCommittee/EXhqMgXwTvJMu470jv_if-EBupzE04OBETjvt6M6wM9wYA?e=KIOyD8">https://cofordparishcouncil.sharepoint.com/:w:/s/CodfordVillageHallManagementCommittee/EXhqMgXwTvJMu470jv_if-EBupzE04OBETjvt6M6wM9wYA?e=KIOyD8</a></p> <p>(Note: copy attached to these minutes for reference but members should update the version on the Team Site in the CVH Policy and Procedures folder.)</p> <p>23. When policy drafts were completed for review, the author should email others as necessary and ask them to review. Comments could be added to the document if it was opened in Teams.</p> <p>24. SP and JC to move to Bookers online. Ongoing.</p> <p>25. Staff Handbook is ongoing, just needs a final polish.</p> <p>26. JM will reshare info from Sarah Glasby for DB to incorporate in the staff handbook  Afternote: email shared.</p>	<p><b>SP/JC</b></p> <p><b>DB</b></p>
<p><b>Updates &amp; Administration.</b></p> <p>27. <u>Committee Administration.</u></p> <ul style="list-style-type: none"> <li>- JM encouraged all to log into their new email accounts well before the next meeting.</li> <li>- Next CVHMC Meeting: Thursday 18<sup>th</sup> May 2023</li> </ul> <p>28. Codford Parish Council's Annual Village Meeting is scheduled for 22<sup>nd</sup> May. The VH AGM is scheduled for the 23<sup>rd</sup> June. Both meetings will be in the Main Hall and the bar will be open.</p> <p>29. Hire of the Bingo machine would be at £5</p> <p>30. Charity Commission News - JM to reshare email with Committee.</p> <p>31. JM discussed recent communication from Heytesbury FC and sought Committee's input. All of Martyn Spratt's new proposals were accepted in principal, he would need to liaise with AT on the details. JM would speak about the club name on notices. Martyn will be speaking to their AGM and then coming to speak at our AGM.</p> <p>32. JC reported a request from the Gardening Club about a PA system/hearing loop system. Does the committee have intentions of installing one. Gardening club would make a contribution to this. Committee agreed to add this to the contingency plan of future developments. MC to investigate hearing loop systems with deaf aid providers.</p>	<p><b>ALL</b></p> <p><b>JM</b></p> <p><b>JM</b></p> <p><b>MC</b></p>

K Grant  
Secretary



## CODFORD VILLAGE HALL - HALLMARK CHECKLIST APR 2023

Ser	Item	Evidence/Remarks	Action
1	Trust Deed available	Evidence on website	
2	At least two meetings held annually or as stipulated in the Trust Deed	Evidence on website	
3	50% of committee attend meetings	Evidence on website	
4	Well kept minutes	Evidence on website	
5	List kept of all committee members names and addresses and when they came into office (and when they resign)	See Trustees Details folder in TS Logs & Plans channel	KG
6	Minutes to record trustees acceptance of their responsibilities on taking up office	Date to be noted on above log	KG
7	Evidence that organisations (regular user groups) appoint representatives	<ol style="list-style-type: none"> <li>1. Trustees list to show representation.</li> <li>2. Copy of message to user groups with AGM minutes</li> <li>3. Extract from AGM minutes to show request for involvement made</li> </ol>	KG
8	Charity Commission-CC3 or The Essential Trustee is given to committee members	In handbook	DB
9	AGM is held annually - in or close to the month shown in the trust deed	<ol style="list-style-type: none"> <li>1. Evidence of AGM on website</li> <li>2. Produce list of trust deed amendments</li> </ol>	JM
10	Evidence that AGM is conducted correctly i.e. in accordance with the Trust Deed	Evidence on website	
11	Annual report prepared in accordance with Charity Law for income level	Provide annual report and statement on charity law requirement for posting on website	JC
12	Policy in place for financial procedures		JC
13	Well-presented accounts	Provide Independent Examiner's reports	JC

14	Accounts are independently examined	As above	
15	More than one trustee knows of the 'auditor'/independent examiner	Provide AGM minutes on appointment of IE	KG
16	<b>Accounts approved and signed by trustees at meeting before their adoption at the AGM, or in accordance with the Trust Deed</b>	Provide minutes from meeting prior to AGM	KG
17	<b>Cheques are signed by two (unrelated, unconnected) committee members</b>	Include line in financial policy and present cheque book	JC
18	Accounts indicate that the committee is managing the finances responsibly	Provide evidence	JC
19	<b>Daily record of all receipts and payments are kept up to date</b>	Provide evidence	JC
20	<b>Hiring agreement used for all bookings</b>	Produce Hirings Log of signed agreements	MC
21	<b>Clear arrangements for access to the hall - key collection</b>	Check & confirm Hiring T&Cs are up to date	MC
22	Instructions to hirers on use of the hall	Check & confirm Hiring T&Cs are up to date	MC
23	<b>Organised payment procedure in place</b>	Check & confirm Hiring T&Cs are up to date	MC
24	<b>There is a clearly understood policy on the practices and procedures for hiring the hall i.e. hiring to under 18s, commercial bookings and deposits which are used for all bookings.</b>	Check & confirm Hiring T&Cs are up to date	MC
25	<b>The policy on the practices and procedures for hiring the hall is recorded in a written policy</b>	Evidence on website	
26	<b>Tidy and/or organised booking diary</b>	Present Booking Diary	MC
	<b>Evidence of insurance:</b>	Upload documents to TS insurance folder	JC
27	<b>Building</b>		
28	<b>Public liability</b>		
29	<b>Contents</b>		
30	<b>Employers liability insurance certificate current and displayed, if appropriate</b>	Place certificate on display	JC
31	Insurance cover reviewed annually	Provide evidence of last review and inform KG of the month to set in Committee Diary for annual review. KG to	JC/KG



		create a Committee Diary and raise to monthly meetings under Committee Admin	
32	Compliance with any insurance conditions	Tabulate list of conditions and check with responsible person / Hiring T&Cs that they are being complied with	JC
33	Health and Safety Poster	Ensure one is displayed and confirm to others where	AT
34	Contact name / number for the hall	Contact details to be on H&S poster	AT
<b>35</b>	<b>Premises Licence Summary or copy</b>	Notice Board	
<b>36</b>	<b>At least one legible, No Smoking, sign displayed at the premises</b>	Confirm where they are	<b>AT</b>
37	Community Action/Council membership certificate on view <i>(if applicable)</i>	Provided free as part of WVHA membership	KG
38	Evidence that outside of hall is well maintained e.g. free of litter, gutters free of debris, planted areas are well maintained, doors and windows in good condition		
39	Evidence that inside of hall is well maintained, clean and tidy, e.g. main hall decoration is in fair to good condition; kitchen is adequate and clean and the equipment is in safe condition; toilets are adequate and clean; furniture is in fair to good condition.		
<b>2</b>	<b>There is a written policy on the practices and procedures for hiring the hall i.e. key collection, hirings to under 18s, commercial, deposits/bonds used for all bookings</b>	On website	
<b>3</b>	<b>Hirers are made aware of their responsibilities with regard to children and other vulnerable users</b>	Check & confirm Hiring T&Cs are up to date and how hirers are made aware of and accept their obligations	<b>MC</b>
<b>4</b>	<b>Contract of employment issued <i>(where applicable)</i></b>	Confirm a full set of signed copies of contracts and JDs held in hard copy and on Team Site	<b>KG</b>
5	There is a Health & Safety policy	Review to confirm up to date	AT
<b>6</b>	<b>Risk Assessment undertaken</b>	Provide evidence Risk Assessment checklist on Team Site is being used	<b>MC</b>

		appropriately and result recorded on hiring forms or in booking register	
7	<b>Health and Safety poster on display (or evidence that employee has been given HSE leaflet) where appropriate</b>	See 1.33 above	AT
8	Food handlers notice on display	Source a notice and display, also save a copy in TS 3.3 Use Procedures	Not Applicable
9	<b>First aid kit is well stocked, easy to find and accessible</b>	MC to confirm	
10	Someone is responsible for keeping the first aid kit well stocked	Confirm in job description	
11	<b>Accident Record kept</b>	MC to confirm it is up to date and where kept	MC
12	<b>Fire Risk Assessment has been undertaken</b>	Provide evidence	AT
13	Fire extinguishers are: <b>Checked annually by authorised person</b>	Provide evidence	AT
14	<b>Stored in allocated position</b>		
15	<b>Correct emergency exit signs indicated by 'Running Man' sign</b>		
16	<b>Instructions in case of fire</b>	Check instructions are current	AT
17	Evacuation procedure in place	Provide evidence. Committee to do a walk through fire practice	AT
18	There are instructions on how to use the lift in the event of a fire.		N/A
19	<b>Evidence that emergency lighting/doors checked as working</b>	Provide evidence	AT
20	<b>No emergency exit blocked by equipment or rubbish</b>		
21	<b>Plan of premises on view showing fire exits, fire fighting equipment, alarms etc.</b>	Check instructions are current	AT
22	There is a building maintenance record which is kept up to date	Produce a log to record key activities	AT
23	<b>Location of services is indicated e.g. electric/water/gas</b>	Connect with Plan at 21 and ensure physical signs in place to indicate Stop Cock, Mains Switch etc	AT
24	An access audit has been carried out on the hall	Record an audit	AT



25	Advice regarding energy efficiency has been sought or given to users	AT to provide evidence of PV panel audit. KG to ask WVHA if they can audit	AT KG
26	There is procedure for hirers to report damage/broken equipment.	Check & confirm Hiring T&Cs include this and identify how it should happen	MC
27	Someone is appointed to take necessary action	Check & confirm Hiring T&Cs identify the route to report damage or equipment not working is via BFM to AT	MC
28	Inventory of equipment (kept up to date)	Provide inventory list and a record of checks, capture in Maint policy	MC, AT
29	There is a policy on money left on the premises	Include in Fin Policy	JC
30	End of session check list is on view	Laminated close down check list to be available for staff and hirers	MC/SP
31	Doors to rooms/stores are marked with their use		AT
32	Items kept in the building are stored safely and tidily	AT/MC/SP to double check prior to inspection	AT/MC/SP
33	There is a policy for hirers storing equipment at the hall e.g. must have committees permission, no inflammable substances	AT to record as appropriate in Maint Policy and Fire Regs. MC to check current lines in Hiring T&Cs	AT/MC
34	General hall equipment and items available to hirers are accessible, clean, safe and in good condition e.g. Chairs and tables		
	Kitchen:		
35	Clean and sound work surfaces		
36	Clean impervious floor covering		
37	Wall decoration sound		
38	Hot water to sinks		
39	Hand washing basin with soap and hand drying facility (where applicable)		
	Cleaning supplies and equipment:		
40	<ul style="list-style-type: none"> <li>in good condition</li> </ul>		
41	<ul style="list-style-type: none"> <li>stored safely</li> </ul>		
42	<ul style="list-style-type: none"> <li>accessible for use by hirers</li> </ul>	Is this necessary? How about spills?	MC to review
	Toilets:		
43	Toilets clean / toilet paper provided		

44	Hand drying facilities		
45	Hot water and soap to the basins		
46	Appropriate waste bin/s provided		
47	Floor surface in good condition and clean		
48	Halls that hold a Premises Licence should have: <b>Premises Licence Summary (or a copy) on display</b>		
49	<b>Evidence conditions are kept e.g. electrical, gas etc. checks done at a frequency required by licence conditions or set out in operating schedule</b>	Confirm which checks are required	SP
50	<b>List of activities licensed and relevant conditions of the licence to pass to hirers (through hiring agreement or additional information)</b>	Check & confirm Hiring T&Cs are up to date	SP
51	Temporary Event Notices (TENs) are used for all/some licensable activities	Confirm what these are and if they are relevant	SP
52	The committee have a record of the number of TENs that have been used by the hall	As above	
53	<b>The hall complies with alcohol licensing regulations</b>	Provide copy of her individual license and letters of delegation to bar staff to KG. NH to capture basic requirements for a Bar Operation policy in folder 3.3 Use Procedures	SP
54	<b>Hirers including regular users are advised about the licence requirements for the sale of alcohol</b>	Check & confirm Hiring T&Cs are up to date	MC
55	If there is a permanent bar - the appropriate legal arrangements are in place	Confirm what these are and that they are in place	SP
56	<b>The hall has a Performing Right Society Licence (PRS)</b>	Provide and post a copy	JC
57	<b>The hall has a Phonographic Performance Licence (PPL). (Or has made alternative arrangements - If appropriate, demonstrate that the PPL is not needed)</b>	Provide and post a copy	JC
58	If relevant the hall is registered as a food business	Confirm that this is not required	MC
2	<b>Hall is clearly signed</b>		

3	<b>Clean, tidy approach to the hall</b>		
4	<b>Entrance hall uncluttered</b>		
5	<b>Tidy, informative notices (not too many 'Do not')</b>	Check prior to inspection	SP
6	<b>The equipment and facilities available are appropriate to the size of the hall and kept in good order.</b>		
7	Details for booking the hall are accessible: Contact number displayed at the hall (visible externally)	Ensure number & email posted externally and on website	SP
8	<b>It is easy to make a booking</b>	Provide evidence of how to do so	MC
9	It is easy for everyone to access the key	As above	
10	<b>The needs of people with disabilities have been catered for, such as:</b> <ul style="list-style-type: none"> <li>• a dedicated parking place for people with a disability</li> <li>• access to the building for people with disabilities</li> <li>• toilet facilities for people with a disability</li> <li>• induction loops and public address system</li> <li>• signs and notices are easy to understand, visible, and of sufficient number. They should be in a good sized print, with strong contrast between text and background</li> </ul>	Check requirements and cost for induction loop and PA system.  Confirm signage size and contrast appropriate	 AT  AT
11	Baby changing facilities are available and there are clear instructions for disposal of nappies		
12	There is somewhere under cover for baby buggies and walking aids to be left		
13	There is a welcome pack/leaflet available	On website. Discuss with hirers to ensure all appropriate info available there	MC
14	<b>Regular communication with hirers and user groups ensuring that they are kept</b>	Evidenced by note to such groups with last AGM minutes and Ashton Gifford newsletter	KG

	<b>informed about hall matters and local community activities and events at the hall</b>		
15	<b>Hirers are aware of the hall operating procedures</b>	T&Cs – see also Ser 3 on Page 3 above	
16	There is a regular agenda item for users reports/comments/feedback	Include in monthly reports	MC
17	There is evidence of encouraging new groups to use the hall	Provide list showing groups that returned after Lockdown and new users	
18	Organisations not represented on the committee are actively encouraged to appoint a representative.	Evidenced by note to such groups with last AGM minutes	KG
19	A new club/organisation has been established and has been using the hall within the last 3 years	Provide list (Heytesbury FC and who else?)	MC
20	<b>Approved minutes of meetings are posted at the hall, or on the website</b>		
21	Diary of events is publicly available e.g. local notice board, website, newsletter	Publish list on website and add to monthly report	MC
22	<b>There is evidence of open accessibility for new users (e.g. no one group denied access to use the hall)</b>	No restrictions but evidence?	
23	<b>The annual report is made available to the community</b>	Provide copy of Charities Commission report for website	JC
24	There are established working relations with other organisations in the area	Provide a list	KG
25	There are established and varied communications with the community including promotional material and it is of a good standard	Website to be demonstrated. KG to provide evidence of Ashton Gifford news. MC to provide screen shots of FB page and roadside noticeboard	KG/MC
26	If there is spare booking capacity available there is evidence to suggest that the committee are addressing how to fill it	Provide evidence (Heytesbury FC a good example)	MC
27	Social events are held regularly: for fund raising	Provide list of events	
28	to bring the community together		
29	Social events are well attended by a cross section of the community	As above	

30	There is an internet connection at the hall and it is used effectively		
31	<b>The committee is representative of the community or evidence that effort has been made to widen the representation</b>	Extract from past AGM minutes	KG
32	Consideration been given to the inclusion of under 18s	Evidence of Tom Topham's involvement on CVHMC membership log	KG
33	New committee members are actively sought e.g. <ul style="list-style-type: none"> <li>• Consideration being given to timings of meetings</li> <li>• Arranging lifts to meetings</li> <li>• Mentoring new members</li> </ul>	<ul style="list-style-type: none"> <li>• Timings recently adjusted</li> <li>• N/A</li> <li>• DB to demonstrate</li> </ul>	DB
34	<b>An introduction pack is given to new committee members</b>	Post into Team Site	DB
35	Committee members are encouraged to attend training	Arrange an update session for current trustees	DB
36	There is an established policy to meet committee members expenses for training	Ensure this is mentioned in the appropriate policy/handbook	DB
37	The whole committee take active part in the management of the hall		
38	<b>An energy efficiency audit been undertaken</b>	See 1.25 above	AT (KG)
39	<b>Energy efficiency measures have been implemented</b>		AT
40	<b>Hirers have been advised as to how they can save energy and recycle in the hall</b>	Check & confirm Hiring T&Cs include this and identify how it should happen	MC
41	There is a cycle rack to avoid car use	No but sufficient cycle parking around building	
42	<b>There is a maintenance programme in place</b>		AT
43	<b>There is a contingency fund for maintenance/improvements/equipment replacement</b>		
	<b>Evidence of policies in place for:</b>		
44	<ul style="list-style-type: none"> <li>• <b>Finances (including Reserves)</b></li> </ul>		JC
45	<ul style="list-style-type: none"> <li>• recruiting new committee members/staff</li> </ul>		DB
46	<ul style="list-style-type: none"> <li>• <b>equal opportunities</b></li> </ul>		JM
47	<ul style="list-style-type: none"> <li>• fund raising</li> </ul>		DB

48	• hiring		JM to update with input from MC
49	• health and safety/hygiene		AT
50	• environment & energy efficiency		AT
51	• Children and vulnerable users		JM
52	<b>There is a regular review of the above policies with records available</b>	JM to produce log, KG to raise to monthly meetings under Committee Admin	<b>JM/KG</b>
53	A community/users survey has been conducted in the past 5 years in order to monitor the activities that take place in the hall	Discuss how to do this	JM/MC/SP
54	A community led plan has been undertaken and the committee have ensured that the role of the hall was included	PC issue. Raise issue of a community plan with PC	Closed, CPC confirm that they do not intend to produce such a plan but acknowledge that CVH will be involved if they do
55	There are development plans: for the building		AT
56	use of the hall		JM
57	contribution to the community		JM
58	<b>There is a fundraising programme</b>	Create a simple plan based on normal BAU fundraising and the major identified objectives	<b>DB</b>