

<ul style="list-style-type: none"> • AT reported the stairs had not been pressure washed as the team do not have a pressure washer. Agreed that MC could use her own one to clean the steps if she wished. • SP and JC looking to move to bookers online. Ongoing. • MC shared information on hearing loop system for the hall. AT has investigated a conventional loudspeaker system and is waiting for quotes. <p>3. Previous Minutes. The Minutes from the meeting held on 17th April 2023 were approved.</p> <p>4. AGM Agenda was discussed. KG to draft and share with JM.</p>	<p>SP & JC</p> <p>AT</p> <p>KG</p>
<p>Financial Issues.</p> <p>5. <u>CVH Accounts</u> A loss for the month of just over £600 but a better position for the same month the previous year. JC reported that this being his second year in office, he is able to make some meaningful comparisons with the previous year. Income for the VH is up £350 and expenditure up £1400.</p> <p>6. <u>CBB Accounts</u> The financial year started with a strong trade performance in terms of sales and gross profit margins with a £3000 profit. JC cautioned not to get carried away with the strong performance as it is pushing towards the requirement to register for VAT, which is based on sales level. JC reckons the threshold will be reached in June and therefore we would have to register in August. There is an estimated cost of £5000. He reported that there were options, up the bar prices to cover some of this cost. JC suggests waiting to see the impact of VAT and take a view to visit the decision then. However, JC reported, good gross profit and overheads under control for the past month.</p> <p>7. JM thanked JC for having laid all the points out clearly to explain the issues with registering VAT. Committee agreed to JC's proposals.</p> <p>8. JC had also sent out a draft budget for the VH for comparison and intended to routinely put out a budget for the year ahead, to demonstrate sound financial practice. JM noted this was a significant step forward in the Committee's ability to forward plan financial management of the funds.</p> <p>9. JM asked JC to propose targets for CBB profit and CVH rentals to provide target figures for the two managers to work to and for the accounts to clear the current deficit.</p> <p>10. Progress report on last year's accounts; JC has now sent everything to Moore South and has had subsequent emails to follow up with any more details/information required. JC was confident all the accounts would be available by the end of the following week, for committee to approve. And to be signed by JM and JC. Committee agreed that unless Moore South comes back with major changes to be made, trustees are happy for the signing to go ahead.</p> <p>11. CBB Insurance has now been renewed. JC noted that there seems to be a reduction on the annual premium.</p> <p>12. JC reported that the electricity smart meter is now in place and thanked AT for getting this sorted. But in pulling together the CVH budget JC had discussions with Utility Aid was provided with two quotes. They both showed an approximate 50% increase. JC and JM discussed with and suggest going with the 12-month quote. Committee agreed.</p> <p>13. JC reported having received the 1st instalment of the grant, £3500, from Parish Council. DB asked to thank PC.</p>	<p>JC</p> <p>JC</p> <p>DB</p>

<p>14. JC revisited changing the charges for hire of furniture; and £100 for non-local users and £60 for local users for the gazebo. £20 and £12 for hire of the smaller gazebos. MC to update website.</p>	<p>MC</p>
<p>Trading, Events and Rentals. BAR REPORT: 15. SP reported a very busy month with all the big events therein. She predicts another busy month ahead. With two big events, summer skittles, a working juke box, to mention a few. 16. SP reported that all pump fronts have been changed and she was meeting with Thatchers and Greene King agents that week. SP will be contacting Greene King about supplying another raiser for the ale. 17. A new employee has been added to the bar staff, Sophie. She will be a backup for the bar. 18. SP reported that staff working behind the bar on the evening of the Coronation Lunch discovered that the facility had not been locked up and rubbish was left outside the door, with furniture not put away as it should have.</p> <p>FACILITIES MANAGER REPORT: 19. MC asked SP to share hours worked over the coronation weekend so that she can invoice accordingly. 20. The issue of T&Cs being shared with all hirers was discussed. MC to ensure a signed and completed booking form is returned before the hall can be used. JR queried who pays the excess on the VH insurance. JC to review what is contained in the insurance so that the T&Cs can be amended accordingly. 21. Committee agreed a budget of £250 for the film night event on the 22 July. JR to follow up on hire of speakers, projector, and screen. 22. JM proposed MC having a standard template that she will use to present figures of her proposed events. LH to draft a template.</p> <p>SOCIAL EVENTS SUB COMMITTEE: 23. JR has proposed setting up an events and social sub-committee with two committee members, the two managers and one other. Committee supports this. JR has requested for a notice board to be returned to the social club. Some concern over having too many notices again was expressed. JR to discuss with SP and review current notices and come up with a proposal. LH asked if the Events Committee could hold a float and it was agreed that potentially it could. LH and JR to plan establishing the events committee and report back next meeting.</p>	<p>SP</p> <p>JR LH</p> <p>JR & LH</p> <p>JR</p> <p>LH & JR</p>
<p>Building & Estate. 24. AT reported he had to get AGC services to clear the drain blockage from the toilets. 25. The 6 monthly fire service check has been done. 26. The King's Walk will have its inauguration with a fun run/walk on Sunday 1st June. 27. AT has applied for a grant from Wessex water which looks promising It's a grant for environmental purposes and would serve well for funds for tools for the volunteer team. Committee agreed to include that the charity would contribute £300. This lies with being able to cost out the volunteers at £10 ph. 28. AT has also received an email from a parent complaining about static electric shocks being experienced by parents and children using the play park. AT to follow up and resolve the issue.</p>	<p>AT</p>
<p>Hallmark and Governance.</p>	

<p>29. 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 meeting. Link is: https://cofordparishcouncil.sharepoint.com/:w:/s/CodfordVillageHallManagementCommittee/EXhqMgXwTvJMu470jv-if-EBupzE04OBETjvt6M6wM9wYA?e=KIOyD8 (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>30. 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>31. Staff Handbook is ongoing, just needs a final polish.</p>	<p>All</p> <p>SP/JC</p> <p>DB</p>
<p>Updates & Administration.</p> <p>32. <u>COMMITTEE ADMINISTRATION</u> KG to follow up and assist members to log on to their new email accounts. <u>PARISH COUNCIL</u></p> <p>33. JM to meet up with JM Stratton to follow up on possible grants from associate enterprises.</p>	<p>KG</p> <p>JM</p>

K Grant
 Secretary

CODFORD VILLAGE HALL & CODFORD BROADLEAZE BAR MONTHLY BAR & FACILITIES REPORT

PART ONE – CVH FACILITIES MANAGEMENT

Serial	Title April 2023																		
1	<p>CVH Rentals:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"></td> <td style="width: 20%;">Mark Shuldham</td> <td style="width: 40%; text-align: right;">£312.00</td> </tr> <tr> <td>Regular hirers £400.50</td> <td>Craft loft</td> <td style="text-align: right;">£ 81.00</td> </tr> <tr> <td>One off hiring £195.00</td> <td></td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">£120.00</td> </tr> <tr> <td>Advanced payments £135.00</td> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">£573.00</td> </tr> <tr> <td style="text-align: right;"><u>TOTAL £730.50</u></td> <td></td> <td></td> </tr> </table>		Mark Shuldham	£312.00	Regular hirers £400.50	Craft loft	£ 81.00	One off hiring £195.00		£60.00			£120.00	Advanced payments £135.00	TOTAL	£573.00	<u>TOTAL £730.50</u>		
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.2	<p>Building / Facilities Camping</p>																		
3	<p>Health and Safety Hearing loops</p>																		

4	Future planned events Christmas market, grotto 16 th Dec Camping Marquee charge Bingo Film night Informed of all happenings on the grounds and building Pumpkin competition Open day New year DJ
5	Miscellaneous N/A

Signed Mandy Capel

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"> 1. Trustees list to show representation. 2. Copy of message to user groups with AGM minutes 3. Extract from AGM minutes to show request for involvement made 	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"> 1. Evidence of AGM on website 2. Produce list of trust deed amendments 	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	Accounts approved and signed by trustees at meeting before their adoption at the AGM, or in accordance with the Trust Deed	Provide minutes from meeting prior to AGM	KG
17	Cheques are signed by two (unrelated, unconnected) committee members	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	Daily record of all receipts and payments are kept up to date	Provide evidence	JC
20	Hiring agreement used for all bookings	Produce Hirings Log of signed agreements	MC
21	Clear arrangements for access to the hall - key collection	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	Organised payment procedure in place	Check & confirm Hiring T&Cs are up to date	MC
24	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.	Check & confirm Hiring T&Cs are up to date	MC
25	The policy on the practices and procedures for hiring the hall is recorded in a written policy	Evidence on website	
26	Tidy and/or organised booking diary	Present Booking Diary	MC
	Evidence of insurance:	Upload documents to TS insurance folder	JC
27	Building		
28	Public liability		
29	Contents		
30	Employers liability insurance certificate current and displayed, if appropriate	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
35	Premises Licence Summary or copy	Notice Board	
36	At least one legible, No Smoking, sign displayed at the premises	Confirm where they are	AT
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.		
2	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	On website	
3	Hirers are made aware of their responsibilities with regard to children and other vulnerable users	Check & confirm Hiring T&Cs are up to date and how hirers are made aware of and accept their obligations	MC
4	Contract of employment issued <i>(where applicable)</i>	Confirm a full set of signed copies of contracts and JDs held in hard copy and on Team Site	KG
5	There is a Health & Safety policy	Review to confirm up to date	AT
6	Risk Assessment undertaken	Provide evidence Risk Assessment checklist on Team Site is being used	MC

		appropriately and result recorded on hiring forms or in booking register	
7	Health and Safety poster on display (or evidence that employee has been given HSE leaflet) where appropriate	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	First aid kit is well stocked, easy to find and accessible	MC to confirm	
10	Someone is responsible for keeping the first aid kit well stocked	Confirm in job description	
11	Accident Record kept	MC to confirm it is up to date and where kept	MC
12	Fire Risk Assessment has been undertaken	Provide evidence	AT
13	Fire extinguishers are: Checked annually by authorised person	Provide evidence	AT
14	Stored in allocated position		
15	Correct emergency exit signs indicated by 'Running Man' sign		
16	Instructions in case of fire	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	Evidence that emergency lighting/doors checked as working	Provide evidence	AT
20	No emergency exit blocked by equipment or rubbish		
21	Plan of premises on view showing fire exits, fire fighting equipment, alarms etc.	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	Location of services is indicated e.g. electric/water/gas	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"> in good condition 		
41	<ul style="list-style-type: none"> stored safely 		
42	<ul style="list-style-type: none"> accessible for use by hirers 	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: Premises Licence Summary (or a copy) on display		
49	Evidence conditions are kept e.g. electrical, gas etc. checks done at a frequency required by licence conditions or set out in operating schedule	Confirm which checks are required	SP
50	List of activities licensed and relevant conditions of the licence to pass to hirers (through hiring agreement or additional information)	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	The hall complies with alcohol licensing regulations	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	Hirers including regular users are advised about the licence requirements for the sale of alcohol	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	The hall has a Performing Right Society Licence (PRS)	Provide and post a copy	JC
57	The hall has a Phonographic Performance Licence (PPL). (Or has made alternative arrangements - If appropriate, demonstrate that the PPL is not needed)	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	Hall is clearly signed		

3	Clean, tidy approach to the hall		
4	Entrance hall uncluttered		
5	Tidy, informative notices (not too many 'Do not')	Check prior to inspection	SP
6	The equipment and facilities available are appropriate to the size of the hall and kept in good order.		
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	It is easy to make a booking	Provide evidence of how to do so	MC
9	It is easy for everyone to access the key	As above	
10	The needs of people with disabilities have been catered for, such as: <ul style="list-style-type: none"> • a dedicated parking place for people with a disability • access to the building for people with disabilities • toilet facilities for people with a disability • induction loops and public address system • 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 	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	Regular communication with hirers and user groups ensuring that they are kept	Evidenced by note to such groups with last AGM minutes and Ashton Gifford newsletter	KG

	informed about hall matters and local community activities and events at the hall		
15	Hirers are aware of the hall operating procedures	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	Approved minutes of meetings are posted at the hall, or on the website		
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	There is evidence of open accessibility for new users (e.g. no one group denied access to use the hall)	No restrictions but evidence?	
23	The annual report is made available to the community	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	The committee is representative of the community or evidence that effort has been made to widen the representation	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"> • Consideration being given to timings of meetings • Arranging lifts to meetings • Mentoring new members 	<ul style="list-style-type: none"> • Timings recently adjusted • N/A • DB to demonstrate 	DB
34	An introduction pack is given to new committee members	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	An energy efficiency audit been undertaken	See 1.25 above	AT (KG)
39	Energy efficiency measures have been implemented		AT
40	Hirers have been advised as to how they can save energy and recycle in the hall	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	There is a maintenance programme in place		AT
43	There is a contingency fund for maintenance/improvements/equipment replacement		
	Evidence of policies in place for:		
44	<ul style="list-style-type: none"> • Finances (including Reserves) 		JC
45	<ul style="list-style-type: none"> • recruiting new committee members/staff 		DB
46	<ul style="list-style-type: none"> • equal opportunities 		JM
47	<ul style="list-style-type: none"> • fund raising 		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	There is a regular review of the above policies with records available	JM to produce log, KG to raise to monthly meetings under Committee Admin	JM/KG
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	There is a fundraising programme	Create a simple plan based on normal BAU fundraising and the major identified objectives	DB