

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES
15th June 2023

<p>Trustees present: John McIntosh JM John Curtis JC Alec Thomson AT Jamie Rideout JR Karungi Grant KG</p>	<p>Apologies: Lysa Heaton LH</p>
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ITEM	ACTION
<p>1. AGM Preparation. The points in the AGM agenda were reviewed, covering:</p> <ul style="list-style-type: none"> • Administration of the meeting. • Minutes of previous AGM and matters arising • Chairman's report • Financial report • Estate • Events • Charity Objectives • Election of Officers • AOB – any non-AGM points by exception <p>2. KG to share amended agenda and previous AGM minutes with DB to print copies for the AGM. KG to share financial report with JM and DB.</p> <p>3. Set up would commence at 1745.</p>	<p>KG & DB</p> <p>All</p>
<p>Financial Issues.</p> <p>4. CVH and CBB accounts summaries were shared via email prior to the meeting, copies attached.</p> <p>5. JM noted that the accounts were well presented. Targets to be included for increasing hirings and CBB profit estimated contribution to be included in CVH budget. for both CVH and CBB to be reviewed. JC and JM to meet with managers to confirm targets.</p> <p>6. JC noted that the insurances for both CVH and CBB are in place. He updated previously that the CBB premium had gone down, but that isn't the case. It has gone up.</p> <p>7. The energy contract coming up for renewal indicates an increase of about 50%. JC has signed off the contract with SSE for 2024.</p>	<p>JC</p> <p>JC & JM</p>
<p>Events</p> <p>8. JR had received a projector screen from Kingdown School. This will aid with the scheduled film nights and future meetings and conferences.</p> <p>9. Film Night. JC reported that the refundable deposit for the filming; £150 has been paid. MC is to complete the form needed. Committee agreed to go ahead with the film night scheduled for 22nd July, as long as MC was convinced that she had sufficient interest to break even. (see FM report attached).</p>	

<p>10. JR sought clarification on the hire of the hall for the film night event, is this included in the costings of the event. It was noted that though, no rental charge will be made for events that are organised for the benefit of the VH, hire charges should be considered in the budget calculation, particularly if another hire was turned away.</p> <p>11. Alcohol Sales at the Fete. JR had been assured that there wouldn't be another source of drinks on the day and that CBB was asked to provide a pop-up bar outside. MC to follow up with SP and the Fete Committee.</p>	<p>MC</p> <p>MC/SP</p>
<p>Building & Estate.</p> <p>12. AT had met with Martyn Spratt and is happy with all the changes Heytesbury FC want to put in place, with exception of the dug-out. AT suggests leaving this for a date in the future when the community has embraced the presence of the FC.</p> <p>13. AT also pointed out that the portraits in Edwards room need to be brought down and replaced with a portrait of King Charles II.</p>	<p>KG/AT</p>
<p>AOB</p> <p>14. Government's Community Ownership Fund. DB will submit an expression of interest and pursue a grant for the roof work.</p> <p>15. Appraisals to be done. DB to establish ongoing dates for annual and mid-period appraisals and hold line managers to account to undertake and submit them.</p> <p>16. JC reported an issue with the bin collection which has now been resolved. JR to share details of another waste collections company with JC.</p> <p>17. AT reminded that there needs to be a control on the bins when we have the fete; Committee agreed that the fete's funding should pay for any excess as was done previously.</p> <p>18. JM reported having spoken to Kevin Dorrington who is looking to resurrect the Codford Fireworks. JM had recommended that a site away from a main road, with good parking and access routes be found and that doing so on the Broadleaze Meadow would be a challenge, particularly with the memorial garden etc now created in the margins. If a suitable site were found locally CBB could potentially provide the bar facilities. No further action at this time.</p>	<p>DB</p> <p>JR</p> <p>MC</p>

Karungi Grant
Secretary

CODFORD VILLAGE HALL & CODFORD BROADLEAZE BAR

PART ONE – CVH FACILITIES MANAGEMENT

Serial	May 2023												
1	<p>CVH Rentals:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Regular hirers £ 434.50</td> <td style="width: 20%;">Mark Shuldham</td> <td style="width: 20%; text-align: right;">£312.00</td> </tr> <tr> <td>One off hiring £40.00 + £350.00(coronation)</td> <td>Craft loft</td> <td style="text-align: right;">£ 81.00</td> </tr> <tr> <td>Advanced payments £</td> <td></td> <td style="text-align: right;">TOTAL £393.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><u>TOTAL £824.50</u></td> </tr> </table>	Regular hirers £ 434.50	Mark Shuldham	£312.00	One off hiring £40.00 + £350.00(coronation)	Craft loft	£ 81.00	Advanced payments £		TOTAL £393.00			<u>TOTAL £824.50</u>
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.2	Building / Facilities												
3	<p>Health and Safety Lee and I will power wash the stairs when we have a moment</p>												
4	<p>Future planned events</p> <ul style="list-style-type: none"> • Open day 16th July times and hirers tbc. • Film night 22 Jul. Band will provide speaker, Jamie has organised projector and screen, no charge. • Bootcamp starts this week. 												
5	<p>Miscellaneous</p> <ul style="list-style-type: none"> • I have been asked to provide a buffet next month and have put on beverage stations in the past, I would like to be able to provide serviettes and disposable tablecloths, (to be discussed after AGM) • Card payment services at events? 												

Signed Mandy Capel