

**CVMC MEETING  
MINUTES 20 July 2023**

<b>Present:</b> John McIntosh JM Alec Thomson AT John Curtis JC Don Bartlett DB Lysa Heaton LH Sarah Palmer SP Mandy Capel MC Karungi Grant KG	<b>Apologies:</b> Jamie Rideout JR
--	---------------------------------------

**1. Apologies.** JR and KG (half time)

**2. Review of Hallmark.** JM went through outstanding Hallmark Actions and asked those involved to progress them by the next Meeting. **See attached Annex.**

**3. Matters Arising.**

- a. SP and JC still trying to get Bookers Online. Closed as an action, SP to progress as required.
- b. AT working on a quotation for hearing loop/speaker system. **On going AT.**
- c. SP & JR working on an Events Noticeboard. **On going SP & JR.**
- d. DB to upload Staff Handbook for review. **On going DB.**
- e. JC & JM to confirm Manager's Targets. **On going JC & JM.**
- f. KG to investigate if portraits of Royals are available. If not, AT to rearrange other pictures. **On going KG.**
- g. DB to follow up Government Community Grant for major project. **On going DB.**
- h. KG to confirm to DB last dates of Staff Appraisals. DB to set annual schedule going forward. **On going KG and DB.**
- i. LH & JR have set up an Events Committee.
- j. John Neville will assist in log in to new accounts. KG to share his contact details with all. **Action KG**
- k. AT has earthed the Play Area slide to reduce electric shocks to kiddies.
- j. MC has updated the website on furniture charges. She suggested a reduction of the rate for the marquee. It was decided to leave it as it was as there was a concern over it being cared for correctly if overused.
- k. JR has arranged the film hire of equipment.

**4. Previous Minutes approved.**

**5. Financial issues.** Income was in line with the budget for the 3 months up to end June. It was confirmed that takings from Pool Table/Fruit MC/Juke box were pooled. VAT registration was going ahead for 1 August but it may take longer to get a VAT Number. The FY impact was not yet clear, but, to add to uncertainty, on 1 August alcohol duties are being adjusted which may call for a drinks price review in October/November. The SSE electricity contract will be renewed on 1 January 2024. Waste bin volume was insufficient to cover renewed Bar activity and the Fete so collection has been doubled to weekly.

**6. Bar Managers Report.** The Main Bar at the Fete did better than Outdoors Bar but takings were good. Kevin Dorrington will be informed that it is not viable to have the Bar open for the Park Run. Race Night, Wedding Reception, Bingo and a Quiz were all successful and brought in a good income although it was about £700 down on May. Upcoming events are a Ladies Night on 22 July, Charity Football Match and Bingo on 29 July and a Quiz on 5 August.

Greene King will re-instate the Back Bar for free and the aim will be to get it done by the Wedding Reception on 2 September. Issues with glasses, staffing and stock for this major event are being planned and **LH** will assist **MC and SP** with planning.

**Action SP, MC & LH**

**MC** will check the contract placed for the Wedding Reception, which was done before the new charges, and report whether we were at risk of incurring losses. She will examine the Insurance Policy to ensure we are covered for the large numbers anticipated. **Action MC**

**7. Events/Rentals.** Income Hiring - £573. Rents - £393.

20 tickets sold so far for the Film Night so costs were covered.

Fire Extinguisher in Kitchen to be moved. **Action AT**

Clubbercise on Thursday evenings has started.

MC is planning a family film night "Matilda" at the end of August. Costed proposal required to be given to LH. **Action MC.**

The Treasurer confirmed that MC should not have to spend her own money and any minor expenses incurred in pursuit of her duties, such as serviettes and tablecloths, would be re-imbursed as long as receipts were provided. **Action MC**

The Events Committee had held an initial meeting and were to meet fortnightly. There were plenty of ideas and much enthusiasm. A fireworks event was being planned at Strattons for 11 November as a fundraiser for the VH. CBB will provide the bar on site. Charges would be made for entrance. JM advised public liability insurance would be required. Details to be overseen by Events Committee. **Action LH**

**8. Buildings and Estates.**

AT said that his bid for money from Wessex Water for development of the Wild Patch was unsuccessful.

Rubbish clearance had been a major issue for the Thursday Team and the Fete Committee were planning a dedicated Skip for next year.

The disabled parking signs were up and yellow lines re-painted. Front gutters cleared. Weeding and mowing carried out.

An LED strip light was fitted in the Bar and a second one for the Back Bar was approved. **Action AT**

The Horse Chestnut and Norwegian Maple roadside trees were in need of urgent and serious attention and one quote from Downlands had been received - £3840 + VAT. Further quotes were required to ensure fair value. Committee authorised AT to proceed with the best quote. **Action AT**

**9. Parish Council Matters.** Grant applications must now be made for PC funds. Two forms would be required to be submitted to the PC. **Action JC & DB.**

The PC had renewed the Defib contract for another 4 years.

**10. AOB.** Dogs not allowed on the field but could come into the Bar and Car Park area.

**11. Next Meeting:** 17th August 2023 at 7.15pm.

A F Thomson  
Acting Secretary

## CODFORD VILLAGE HALL - HALLMARK CHECKLIST JUL 2023

Ser	Item	Evidence/Remarks	Action
5	List kept of committee members names and addresses and when they came into office (and resign)	See Trustees Details folder in TS Logs & Plans channel	KG
6	Minutes to record a trustee's acceptance of responsibilities on taking up office	Date for LH to be noted on above log	KG
31	Insurance cover reviewed annually	KG to create a Committee Diary and add date for annual review of insurance	KG
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
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	Contracts of employment issued	Confirm a full set of signed copies of contracts and JDs held	KG
6	Risk Assessment undertaken	Provide evidence Risk Assessment checklist on Team Site is being used appropriately and result recorded on hiring forms or in booking register	MC
12	Fire Risk assessment has been undertaken	Provide evidence	AT
17	Evacuation procedure in place	Provide evidence. Committee to do a walk through fire practice	AT
21	Plan of premises on view showing fire exits, fire fighting equipment, alarms etc.		AT
22	The building maintenance record is kept up to date	Produce a log to record key activities	AT
23	A plan showing location of services is available e.g. electric/water/gas	Provide plan 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
28	Inventory of valuable equipment is kept up to date	Provide inventory list and a record of checks, capture in Maint policy	MC, AT
30	End of session check list is on view	Laminated close down check list to be available for staff and hirers	MC/SP
50	List of activities licensed and relevant conditions of the licence to pass to hirers	Check & confirm Hiring T&Cs are up to date	SPMC
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
56	Performing Right Society Licence (PRS)	Provide and post a copy	JC

21	Diary of events is publicly available e.g. local notice board, website, newsletter	Publish list on website and add to monthly report	MC
24	There are established working relations with other organisations in the area	Provide a list	KG
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
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
52	There is a regular review of policies with records available	Insert in CVHMC calendar and raise monthly in meetings	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	Investigate doing so on Facebook with MC and as an insert in papers from Budgens	LH/MC/JR
56	There are development plans: 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