

**CVMC MEETING
MINUTES 17 August 2023**

Present: John McIntosh JM Alec Thomson AT John Curtis JC Don Bartlett DB Sarah Palmer SP Mandy Capel MC	Apologies: Jamie Rideout JR Karungi Grant KG Lysa Heaton LH
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1. Apologies. JR, KG and LH

2. Action Outstanding.

- a. SP and JC to get "Bookers On Line". **SP & JC.**
- b. SP & JR working on an Events Noticeboard. **SP & JR.**
- d. DB to have Staff Handbook reviewed by SP. **DB.**
- e. JC & JM to confirm Manager's Targets. **JC & JM.**
- f. KG to investigate portraits of Royals. PC to pay. **KG.**

3. Actions Completed.

DB has fixed dates for Staff Appraisals - end Jun and mid Dec
MC confirmed that the Insurance Policy does not limit numbers.
AT has moved the Fire Extinguisher in Kitchen.
AT fitted second LED strip light in Bar
AT received 3 quotes for tree work and selected a contractor.
DB said that a VH grant application to the PC may not be required.

4. Previous Minutes approved.

5. Financial issues. A draft Financial Statement had been issued for end July and no queries made. Driven by the excellent performance of the CBB, income was heading in the right direction enabling profits to go to CVH. The deposit account held £11K, healthier than it had been for years, and enabling easy payment of the larger irregular bills. VAT registration was complete and first returns were due end Sep. The impact of VAT was NYK. The Fete Committee donated £500 and the Thursday Coffee £360. The weekly bin collection was a vital improvement. Fees were agreed with Moore South Accountants. The Chairman queried the high bank charges and was informed that they were as expected and on budget.

Spending Donated Monies. It was agreed that the donated £860 should be spent on a portable Bose sound system and replacement folding tables. As a sound system user, the Gardening Club would be approached for a contribution. AT was to cost options and present to the Trustees. **Action AT**

6. Bar Managers Report. The Bar continued to do well and takings were up £600 from last month. The Quiz, Bingo, Meat Draw and Football had been well supported. Skittles was due to restart and we would be fielding 2 teams. The Wedding on 2 Sep was going to be a big event. Two casuals and 2 glass runners would be employed. Greene King were due to re-install the Back Bar on 22/23 Aug at no cost. Matt Hutchins was thanked for offering to erect shelving at his expense.

Agreed that SP could buy a fridge for the Bar - budget £200. **Action SP**

7. Events/Rentals. Income Hiring - £556. Rents - £643.

It was agreed that MC could buy 2 racks for the ovens. The blinds in the Main Hall were to be replaced and the curtains lined to darken the room for film nights. MC to confirm costs. **Action MC**

AT would paint a white patch on the wall for film screening. **Action AT**

MC would ask the Wedding Organisers to complete a Risk Assessment. **Action MC**

The Chairman said that Risk Assessments were only required for large non standard events and activities.

AT was asked to organise a VH Safety Review. **Action AT**

LH is Chair of the **Events Committee** and would report at the next meeting. Members are MC and JR. LH to report any further members recruited. Christmas plans are being developed. Fireworks on 11 Nov is not a VH event but the VH may be assisting eg the Bar. **Action LH**

JM will draft TORs for the Events Committee. **Action JM**

8. Buildings and Estates.

Pictures in the Edwards Room had been cleaned, labelled and re-mounted. Repairs had been carried out to the circular bench and the Spring Rider in the Play Area. Mowing has been relentless. Three contractors were considered and quoted for the tree thinning task alongside the High Street. ACER had been chosen at a cost of £2520 inc VAT. They would start on 27 Sep.

The curtains posed a fire risk and were to be shortened. A max cost of £50 was agreed. Stephanie NH had offered to take on the job. **Action AT**

Monthly exterior window cleaning was needed. JM, MC and DB would collect a quote each from their favourite window cleaners. **Action JM, MC and DB**

AT was continuing to work on the fixed Speaker System with Chris Ward of Fremar Comms. DB pointed out that Jim Bullock might be able to help with a grant from his company once costing were known. **Action AT**

Windows in the Bar overlooking the Car Park cannot be opened - keys lost. AT will fit new locks. **Action AT**

9. Parish Council Matters. NTR

10. Grants/Fund Raising. DB would call a meeting for JM, JC and AT to set the guidelines for the Business Case he was developing for a major refurbishment grant.
Action DB

11. IT/Mail/Teams. All were to move to the new IT, mail and Teams system. **Action ALL**

12. Hallmark. AT was negotiating with Helen Akiyama of Community First for a Hallmark 3 inspection. There would be a cost - NYK. Required before end 2023.

13. Next Meeting: 21st September 2023 at 7.15pm.

A F Thomson
Acting Secretary