

**Codford Village Hall Management Committee MEETING
MINUTES 21st September 2023**

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

2. Action Outstanding.

- a. SP and JC to get "Bookers Online". Ongoing. **SP & JC.**
- b. SP & JR working on an Events Noticeboard. Ongoing. **SP & JR.**
- c. DB to have Staff Handbook reviewed by LH. Ongoing. **DB.**
- d. DB reported that PC had agreed to fund the frame for a portrait that has been sourced. AT volunteered to make the frame.

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.

JC shared report via email.

Spending Donated Monies. AT presented specs of two options of sound system. Committee voted and agreed to go with the Bluetooth enabled option. AT and JC to see this to fruition. **Action AT & JC**

6. Bar Managers Report. (Attached)

SP reported that the fridge was purchased at cost £196.
SP suggested more sign posting for Broadleaze Bar at the front of the building and the junction off the High Street. Committee agreed. JR to be approached about getting signs made.
Blind for the door connecting Sports hall, committee agreed a budget of £80. SP to follow up. **Action SP**

7. Events/Rentals. (MC's report attached)

MC confirmed that the racks for the ovens have been sourced and replaced.
White patch on the wall for film screening to be done when needed. **Action AT & MC**
Tripping of electric is an issue; it was agreed that all bar staff and trustees should be

shown where the meter is and which switches need to be addressed. MC to include contact numbers of AT, LH and SP on the booking form, to be contacted by hirers. MC reported 4 small tables still missing. And half the mugs in the kitchen are missing. SP to purchase 4 packs of mugs from bookers. **Action SP**
Suggestion from MC to purchase the wedding decs to rent out for future events. Cost £700. Committee did not agree to this.
MC and AT to get the village hall on to halls.com.
MC to purchase new oven gloves/mats for the kitchen. **Action MC**

Events Committee (reports attached)

LH updated committee on events going forward; MC and SP have raised the £450 for the new year's disco. Fireworks is a non-village hall event. Proposal was made that all monies raised from Bingo should be ringfenced for events. Committee agreed.
Christmas Market is scheduled for the 16th December. It will also be a family day/event. LH to present breakdown at October's meeting.
Back bar to be made more user friendly. Matt volunteered to build it with free off cuts, but failing that, Committee would have to agree to pay for materials needed.

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

8. Buildings and Estates. (Safety report shared via email)

The curtains were shortened at £40 cost.

AT reported that he has been offered a memorial bench to go in the children's playpark. DB to inform JM to send a thank you note. **Action DB**

Other tasks completed include:

Repairs done in the ladies' toilets.

Rubbish bins on the playing field has been moved to accommodate the footballers.

Findings from AT's safety report:

- curtains in the bars
- emergency light in the ladies ordered and to be replaced,
- no charged torch in the bar, AT to purchase one.
- flammable material in the electric room has been moved out
- point of assembly for fire has been relocated from the car park to the playing field
- suggestion to lock tills in the bar.
- electrical sockets in the bar need adjusting. AT to consult with the electrician.
- butane gas bottles in the tractor shed were removed.

Monthly exterior window cleaning is needed. Members to collect a quote each from their favourite window cleaners. Ongoing. **Action JM, JC, SP, KG 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 was known. Ongoing. **Action AT**

8. Committee Administration

1. Following a point raised at a clerks networking, KG drew committee's attention to Parish Council's Standing Orders; 3. Meetings generally
a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost. LGA 1972 Schedule 12 Part III Parish Meetings 14(5) Advice to

serve alcohol after meetings as a matter of good practice.

2. Issues with the email account are being deal with by JM and Cllr Neville.

3. DB suggested sharing contact numbers of committee members. KG to retrieve and circulate. **Action KG**

9. Parish Council Matters.

DB reported that PC will not expect the committee to apply for grants. DB also updated the committee on the status of the community AEDs; contract has been renewed for thee next 4 years.

10. Grants/Fund Raising. DB reported he has made some progress and 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. Ongoing. **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: 19th October 2023 at 7.15pm.

K Grant
Secretary

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

PART ONE – CVH FACILITIES MANAGEMENT

Serial	Title August 2023												
1	<p>CVH Rentals:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%; text-align: right;">Mark Shuldham</td> <td style="width: 20%; text-align: right;">£312.00</td> </tr> <tr> <td>Regular hirers £ 557.50</td> <td style="text-align: right;">Craft loft</td> <td style="text-align: right;">£ 81.00</td> </tr> <tr> <td>One off hiring £ 75.00</td> <td style="text-align: right;">total:</td> <td style="text-align: right;">£393.00</td> </tr> <tr> <td>Camping £ 10.00</td> <td></td> <td></td> </tr> </table> <p align="center"><u>TOTAL £642.50</u></p> <p>Bingo fundraising for NEY £301.41 to be handed over to John Curtis</p>		Mark Shuldham	£312.00	Regular hirers £ 557.50	Craft loft	£ 81.00	One off hiring £ 75.00	total:	£393.00	Camping £ 10.00		
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.2	<p>Building / Facilities</p> <p>Electric tripping at events Switch to turn on cookers</p> <p>Missing tables now only have 3 4foot tables out of 10</p> <p>I'm moving out of the Craft loft</p>												
3													
4	<p>Future planned events</p> <p>NYE £450 disco, bingo fundraising £301.41, Sarah's fund raising £150 covers the DJ. I'm now handing it over to Niki to run fully, Lysa to speak to Niki about contributions</p> <p>Christmas event</p>												
5	<p>Miscellaneous</p> <p>Curtains : 66 x 90 @ £29.99 =£59.98 90 x 90 @ £39.99 = £79.98 = £139.96</p> <p>Blinds: 100 x 220 @£47.50 =£95.00 closest I could get to Alec's =£234.96 measurements bet 1-1.3w, 2.2 x2.4L</p> <p>Mugs £6.59 x 4 = £26.36</p> <p>Wedding drapes etc £700.00</p> <p>Card payment services at events? Ticket source</p> <p>HallsHire.com-Alec</p>												

Signed Mandy Capel

