

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE
MEETING MINUTES
19th October 2023**

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

2. Action Outstanding.

- a. DB reported that PC had agreed to fund the frame for a portrait that has been sourced. AT volunteered to make the frame. **Action AT & KG**
- b. Action to mark all removable items that belong to the village hall. **Who?**
- c. Committee agreed to change the combinations to the key safe and main door to the sports hall, at least bi-annually. **Action AT**
- d. MC and AT to get the village hall on to halls.com. On going.
- e. AT reported that bench will be put in the children's play park. JM to send a thank you note. **Action JM**
- f. KG to retrieve and circulate contact of the committee members, and staff. On going. **Action KG**
- g. Monthly exterior window cleaning is needed. Members to collect a quote each from their favourite window cleaners. Ongoing. **Action AT**
- h. SP to purchase 4 packs of mugs from bookers. **Action SP**
- i. JM will draft TORs for the Events Committee. Ongoing. **Action JM**
- j. JR needs dimensions for Broadleaze bar signs. On going. **Action AT & JR**

3. Actions Completed.

- a. AT installed events notice board as requested by SP & JR
- b. DB has shared draft Staff Handbook with SP & LH.
- c. JC has ordered and purchased the sound system. He suggested having it marked for insurance purposes. JC to seek advice from the insurance company. Agreed to store it in the craft Loft. JC (with Committee's authorisation) to acquire bank card for payments. **Action JC**
- d. All blinds have been purchased and installed, oven gloves for the kitchen have also been purchased.

4. Acceptance of Previous Minutes.

Minutes of the previous meeting were approved.

5. Financial issues. (copies of the draft financials circulated)

JC reported that after a quieter month in August, activity levels have picked up in September, with the result that both entities are showing an improvement in their results (subject only to my comments below regarding the CVH repairs and maintenance costs).

CBB

As a result of both bar sales and gross profit margins returning to the levels of the first four months of the year, these figures show a further donation to CVH of £1,559, which effectively is the operating profit for the month, and this is despite the negative impact of VAT registration. The overall performance therefore remains strong, ahead of the current year's budget and comfortably ahead of the previous year's trading for the same period.

CVH

With the further donation from CBB of £1,559, overall income levels are now back in line with the first four months of the year. Due to the repairs and maintenance costs for the month, including £2,520 for work on the trees there is a deficit on unrestricted funds for the month of £1,645. Without these 'one-off' costs though, September would otherwise be showing a profit for the month. As with CBB, the CVH unrestricted funds performance is ahead of the current year's budget, and well ahead of the previous year.

JM queried setting an annual budget for tree cutting. JC was confident that with the budget set at £5000 and expenditure of £4000, all is well.

6. Bar Managers Report. (Attached)

KG to contact Quiz night team to confirm booking with SP. **Action KG**

7. Events/Rentals. (MC & LHs reports issued separately)

JM inquired about the idea of an events calendar that is easily accessible. Suggestion to explore having a calendar on to the Village Hall website. Further thought needed. JC advised that a figure baseline should be suggested for events like the weddings to set a competitive price. LH and JC to combine findings and come up with wedding package. **Action LH & JC**

JR reported that the Mini Convention was scheduled for the Sunday. JR to cover staff costs if need be. They hope to do this every 3rd Sunday of the month.

8. Buildings and Estates.

1. AT reported that he had carried out a safety review for the Hall. Most of the 16 actions to be taken, he can accomplish. In progress.
2. He reported that the tree cutting wasn't satisfactory the first-time round, the team have been back to redo the job.
3. Blockage with the men's urinal – AT has cleared all the above drains but needs to look at the main drain under the floor. Committee agree he could go ahead and hire AJC drains if the job required it.
4. There are too many electrical multi-sockets in use in the bar and social club. AT and electrician to look to sort this out. For an outline cost of about £500, committee agreed the job needs doing. **Action AT**
5. Unsightly cigarette bucket – AT has ordered a new cigarette bin.
Shrubs cleared at the entrance to the village hall, seeded and grassed.

6. Freezer still not cleared. SP confirmed Andy H was going to do it by end of the week. Agreed to turn it off anyway, the following week, and contents to be disposed of.
7. AT to extend fence around the treatment plant to prevent vehicles driving over the manhole. Posts need to be purchased for this job.
8. The leyladii hedge needs cutting back and replanting or replacing with a wooden fence. KG to share Sanctuary Housing contact with AT. **Action KG & AT**
9. SP asked if AT could have a look at the tap in the cellar. **Action AT**
10. JR reported that the gate for the children's playpark needs a safety doorstep installed. AT to follow up. **Action AT**

8. Committee Administration

1. JM reported that the issues with the email accounts and IT are not quite resolved. All to let KG know which emails they are currently using. **Action all**

9. Parish Council Matters.

KG shared that accountability for the annual grants from Parish Council is needed. JM & JC to draft a report. **Action JM & JC**

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. Hallmark. AT reported that Helen Akiyama had shared that currently, there was a lack of manpower to carry out the assessments.

12. Next Meeting: 16th November 2023 at 7.15pm.

K Grant
Acting Secretary

PART ONE – CVH FACILITIES MANAGEMENT

Serial	Title September 2023																				
1	<p>CVH Rentals:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;">Mark Shuldham</td> <td style="width: 20%; text-align: right;">£312.00</td> </tr> <tr> <td>Regular hirers</td> <td style="text-align: right;">471.00</td> <td>Craft loft</td> <td style="text-align: right;">£ 81.00</td> </tr> <tr> <td>One off hiring</td> <td style="text-align: right;">476.66</td> <td>Don</td> <td style="text-align: right;">£ 60.00</td> </tr> <tr> <td>Paid in advance</td> <td style="text-align: right;">-£231.66</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£453.00</td> <td>Total</td> <td style="text-align: right;">£453.00</td> </tr> </table> <p>ATT JOHN CURTIS, £25.00 child party, non commercial booking for PRS, PPS license fees</p>			Mark Shuldham	£312.00	Regular hirers	471.00	Craft loft	£ 81.00	One off hiring	476.66	Don	£ 60.00	Paid in advance	-£231.66			Total	£453.00	Total	£453.00
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.2	<p>Building / Facilities Camping £10 to John Curtis mini event from Jamie? Missing tables 4 x 4ft tables still missing</p>																				
3	<p>Health and Safety</p>																				
4	<p>Future planned events Christmas 20 tables confirmed, 2 new invoices to be sent out (£440.00)</p> <p>Due to commitments etc, I will not be involved in any future events.</p>																				
5	<p>Miscellaneous N/A</p>																				

Signed Mandy Capel