

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE
MEETING MINUTES
16th November 2023

Present:

John McIntosh JM
Don Bartlett DB
Alec Thomson AT
John Curtis JC
Lysa Heaton LH
Mandy Capel MC
Sarah Palmer SP
Karungi Grant KG

1. Apologies.

Jamie Rideout JR

2. Action Outstanding.

- a. KG to follow up on SelectaDNA (an advanced forensic marking) as an option for marking Village Hall property. **Action KG**
- b. MC and AT to get the village hall on to halls.com. On going. **Action AT & MC**

3. Actions Completed.

- a. JM drafted and shared TORs for the Events Committee
- b. AT has secured a window Cleaner; Squeaky Clean, who will clean the outside of all the windows and glass doors every m6 weeks for £35. SP to supervise and authorise additional hours for cleaner to clean inside of the windows.

4. Acceptance of Previous Minutes.

Minutes of the previous meeting were approved.

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

CBB

A slightly quieter month in terms of bar sales, but nevertheless consistent so far as the margins are concerned.

Overall, a profit on the 'bottom line' resulting in a further donation to CVH of £581 for the month - a total now for the year to date of £6,907.

The performance remains strong, still running ahead of this year's budget and well ahead of the previous year.

CVH

With the further donation from CBB, the second tranche of the PC grant monies, and a decrease in the repairs and maintenance expenditure, October has seen the unrestricted funds return to profit after losses in the previous two months.

As with CBB though, the unrestricted performance remains ahead of this year's budget and well ahead of the previous year.

JC reported his concerns about the direct debit for the utility bill had not gone out at the end of October. Waiting for a response from the company. He also reported that the charity was eligible for the SSE Business support fund; £500 which will be credited on to the account.

JC highlighted the issue of outstanding invoices for two wakes. MC has tried already attempted getting payment. And another invoice that wasn't paid for 6 months! Committee agreed that going forward, it must be made clear to hirers that they will not have access to the facility till the bill has been paid.

6. Bar Managers Report. (Attached)

SP reported that Bookers online is up and running. Deliveries are made every Thursday.

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

LH reported that the wedding package design is still in the pipeline.

MC to follow up on Wedding in March. **Action MC**

LH informed committee that the fireworks display team will be donation £1500 to the village hall.

MC to share contact details for the DJ playing at the New Year's Disco with LH.

Action MC

MC reported Bingo has been handed over to someone else and the issue for funds raised from Bingo was discussed. Initially it was intended to fund other activities.

Suggestion to put this on a proper basis as a hired event. SP to follow up. **Action SP**

MC reported that there had been a request for under 10s football in the sports hall. Due to concerns of damage to the walls and floor, a trial was suggested. AT assess and report back to committee. **Action AT**

LH & MC to follow up on basic DBS check for Santa for the grotto. **Action LH & MC.**

8. Buildings and Estates.

1. AT reported a new bench in the play park in memory of Gaby Thomas.
2. Has repaired the bouncy seat in the play park.
3. AGC were hired to clear the urinal in the men's toilet, at a cost.
4. Has purchased a new cigarette ends bin and strapped it to the post outside the bar.
5. Fencing around the sewerage treatment plant has been extended to prevent vehicles driving over it.
6. Electrician scheduled to visit and sort out the sockets in the bar area, on Friday 15th. Estimated cost £500
7. A new fire extinguisher purchased for the tractor shed.
8. Last fire check revealed that one of the switches weren't working. Added to the electricians list of things to do.
9. The new sound system is kept in a locked cupboard in the craft loft. Bar staff have been given a key to the cupboard.
10. AT to get rid of the unused old cash register and wine cooler that's not in use.

8. Committee Administration

1. JM informed the committee that MC was standing down but is willing to hold the fort through December while a replacement is sought. JM thanked MC for her

generosity. With the events committee established. It has been decided to only seek to recruit a bookings clerk to be line managed by the chair of the events committee and answer to the Treasurer. Post will be advertised based on £50pw.

2. JM suggested members to use the new codfordpc emails, as he is in the process of connecting them to the new Microsoft business account.

3. JC to register LH with the Charity Commission. **Action JC**

9. Parish Council Matters.

DB had nothing to report.

10. Grants/Fund Raising.

DB updated progress to the committee.

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: 21st December 2023 at 7.15pm.

K Grant

Acting Secretary

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

PART ONE – CVH FACILITIES MANAGEMENT

Serial	Title October 2023																
1	<p>CVH Rentals:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 20%;"></td> <td style="width: 30%; text-align: right;">Mark Shuldham</td> <td style="width: 20%; text-align: right;">£312.00</td> </tr> <tr> <td>Regular hirers</td> <td style="text-align: right;">597.00</td> <td style="text-align: right;">Craft loft</td> <td style="text-align: right;">£ 81.00</td> </tr> <tr> <td>One off hiring</td> <td style="text-align: right;">270.00</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">£867.00</td> <td style="text-align: right;">Total</td> <td style="text-align: right;">£393.00</td> </tr> </table>			Mark Shuldham	£312.00	Regular hirers	597.00	Craft loft	£ 81.00	One off hiring	270.00			Total	£867.00	Total	£393.00
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.2	<p>Building / Facilities South Newton under 10s football training inside</p>																
3	<p>Health and Safety</p>																
4	<p>Future planned events Codford winter fair update</p>																
5	<p>Miscellaneous N/A</p>																

Signed Mandy Capel