

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES
21st December 2023

Present:

John McIntosh JM
Don Bartlett DB
Alec Thomson AT
John Curtis JC
Jamie Rideout JR
Mandy Capel MC
Karungi Grant KG

1. Apologies.

Lysa Heaton LH
Sarah Palmer SP

2. Action Outstanding.

- a. MC has agreed to get the village hall on to halls.com. On going. **Action MC**
- b. MC to pass details of wedding in March, on to Katie to follow up. **Action MC**
- c. JC to register LH on Charity Commission. On going. **Action JC**

3. Actions Completed.

- SelectaDNA (an advanced forensic marking) voucher passed on to AT to follow up. **Action AT**
- Santa's DBS done.

4. Acceptance of Previous Minutes.

Minutes of the previous meeting were approved.

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

CBB

The quietest month of the year so far, in terms of the level of bar sales, together with a drop in the gross profit margin, has resulted in a 'clawback' of the donation to CVH of £568, which effectively is the operating loss for the month.

The drop in the gross profit margin will require some further investigation and monitoring going forwards.

Regardless of the comments above though, the overall performance continues to remain ahead of the current year's budget and well ahead of the previous year.

CVH

Ignoring the 'clawback' of the donation from CBB (referred to above), there is net income (i.e. profit) for the month of £293, which is due mainly to good hall rental receipts and a consistent level of expenditure - although, not unexpectedly, energy costs have increased from previous months.

However, as with CBB, the Unrestricted Funds surplus for the year to date continues to remain ahead of the current year's budget and well ahead of the previous year.

JC confirmed having received the £1500 donation from the fireworks committee. Committee agreed this would go towards more chairs for the Village Hall.

6. Bar Managers Report. (Attached)

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

MC reported having received positive feedback from the Winter Fair. MC has volunteered to do it all again next Christmas. Proposed the 7th December, MC to book this this KE.

MC to hand keys to KE at the end of the month (handover) Craft loft keys to be handed to AT.

JM thanked MC and expressed appreciation on behalf of the Committee and also read a note of thanks from the events Committee in LH absence.

8. **Buildings and Estates.**

- AT reported that he has planted new trees to close gaps in the memorial grounds funded by the British Legion and Parish Council.
- Tennis Courts 1st phase of the new fence has been completed.
- He has done minor jobs like unblocking the sinks in the bar, replacing electric sockets, repairing the heater in the ladies.
- Martyn Spratt has received funds for a mower, which will be stored in the tractor shed. This will reduce the need for grass cutting by the paid contractor. AT also reported that Martyn does a lot of good work around the village hall.
- Proposed planting an apple orchard. Committee agreed to used some of the money donated by the fete committee to realise this.
- AT advised that the Leylandii hedge needed cutting down. Cost £600 and about £400 for replacement trees. DB to look at applying for and Area Board grant to cover this. **Action DB**

9. **Committee Administration**

- Members reminded to migrate to the new emails KG to circulate preferred emails.
- KG informed committee of two potential new committee members. They will be invited to the next meeting. **Action KG**

10. **Parish Council Matters.**

DB had nothing to report.

11. **Grants/Fund Raising.**

DB updated progress to the committee.

Incorporated Charity? **Action JC**

12. **Hallmark.**

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

13. **Next Meeting:**

18th January 2024 at 7.15pm.

K Grant

Acting Secretary

CODFORD BROADLEAZE BAR
Monthly Bar Manager Report

Month: November/December 2023

1	Monthly activity and takings: Unfortunately, we have had a quieter month especially Friday evenings. Usual activities have taken place including Bingo, the Monthly Quiz and a few football matches. We did open the bar for Santa Coming to Codford, The Early Boxing Day Bash and the Winter Fair (these figures won't been seen until the December figures are released)
2	Bar Support to Upcoming Events: Gender Reveal Party on 17 th Dec, Party with a request for the back bar to be open on 22 nd Dec. Christmas Activities – Raffle 22/12/2023, Christmas Quiz 23/12/24, Christmas Scratchcard Lottery Tree 24/12/2023, Horse Racing 26/12/2023 and Disco 31/12/2023
3	Any equipment or building issues: Now have a spare key to the Craft Loft and metal floor tread replaced in bar area
4	Any Cleaning issues: N/A
5	Health and safety (Including any Accident Book entries): N/A
6	Any Complaints or positive feedback: N/A
7	Staff issues (not recorded on public record if sensitive): N/A
8	Any other business: Merry Christmas to all

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

PART ONE – CVH FACILITIES MANAGEMENT

Serial	Title November 2023																
1	<p>CVH Rentals:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%;"></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</td> <td style="text-align: right;">723.50</td> <td></td> <td></td> </tr> <tr> <td>One off hiring</td> <td style="text-align: right;">547.00</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: right;">1270.00</td> <td style="text-align: center;">Total</td> <td style="text-align: right;">£312.00</td> </tr> </table>			Mark Shuldham	£312.00	Regular hirers	723.50			One off hiring	547.00			Total	1270.00	Total	£312.00
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Total	1270.00	Total	£312.00														
.2	Building / Facilities																
3	Health and Safety																
4	Future planned events																
5	<p>Miscellaneous Card payments and ticket source for future events</p>																

Signed Mandy Capel

EVENTS COMMITTEE

December 2023 Monthly Report

1. Outside Events:

Codford & Wylde Valley Fireworks (CWVF) Committee made a charitable donation of £1500.00 to the Village Hall, from funds made from the fireworks night in November and JC is in receipt of that.

CWVF put on a Father Christmas/Carol Singing evening on Monday 11th which was very successful. We had over 200 villagers following Father Christmas's sleigh and regular stops were made to sing carols with the Warminster Brass Band. We plan to repeat this next year.

2. Village Hall Christmas Market and Santa's Grotto:

Mandy put on a very successful market with support from Karunjy and Nikki Carpenter (as well as others). She has offered to come back as a volunteer next year to repeat this so will be welcomed and supported by the events committee.

3. Hand Over Process to Katie Elliot:

With Mandy's kind offer of extending her resignation period to accommodate hand over to Katie Elliot ending, the three of us have had meetings to action this process. Mandy and Katie will be meeting again before year's end to go over end of month financials and cover anything else that hasn't already been covered. Mandy is providing Katie with a spreadsheet of existing/regular bookings, hire fees, invoice dates along with a separate list of all existing one-off bookings.

Katie will begin her role on January 1st and be predominantly in charge of bookings, managing the hall hire, weekly social media posting and any special events social media marketing/advertising along with updating the website (alongside Jamie and I). She will communicate regularly and efficiently with the bar manager also (SP) as well as with Jeanette to promote positive cohesion across both teams (bar and hall).

Katie is actively working on trying to understand our official email system and will hopefully be able to give us some form of a tutorial in January so that we can get everyone up and running on the correct email systems.

We once again thank Mandy wholeheartedly for all her time, energy and hard work and appreciate all her contributions enormously.

4. Wedding Hall Hire for CVH website:

This will be completed over Christmas Break and be on the website by January 5th 2024. Once available this will be actively marketed and promoted publicly via social media.

5. Events for 2024:

Jamie and I will be meeting over Christmas Break to carry on planning our 2024 CVH events programmes and will continue to expand on our group of volunteers who consistently give their time freely to benefit the Codford community as well as provide income for the charity.