

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES

20TH FEBRUARY 2025

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| <p>Trustees present:</p> <p>John McIntosh JM* Chair Don Bartlett DB* Vice Chair Niki Carpenter NC John Curtis JC* Treasurer Karungi Grant KG Jamie Rideout JR Alec Thomson AT Nicky Cornock NC* Secretary</p> <p>* Indicates also CBB director</p> | <p>In attendance:</p> <p>Janine Clarke Sarah Palmer</p> <p>Apologies/Absent:</p> <p>Lysa Heaton</p> |
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| ITEM | POINTS COVERED | ACTION |
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| 1. | <p>Introduction</p> <p>a. Apologies</p> <p>b. Matters Arising: Matters arising specific to any agenda item are shown in the appropriate section below.</p> <p>c. Previous Minutes: The minutes from the meeting held on the 16th January 2025 were approved and accepted.</p> | |
| 2. | Financial Issues | |
| 2.1 | <p>Matters Arising:</p> <p>a. The invoice for the Forbes Room window has been received. Closed</p> <p>b. The Charities Commission accounts return has been completed. Closed</p> | |
| 2.2 | Treasurer's Report. | |

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| | <div><div><div>a. A copy of the accounts to 31/01/2025 were emailed to committee members and trustees.</div><div>b. Expenditure was in line with budget expectations but income was down for both CVH and CBB. Three areas to be reviewed: bar pricing, hiring and energy efficiency.</div><div>c. JC and SP to review bar prices and prepare a draft budget for CBB at the end of the Financial Year.</div><div>d. A meeting to review of VH hire charges and the booking calendar to be arranged.</div><div>e. Improving energy efficiency is at the core of the plans for the infrastructure project. The replacement windows will help with this in the short-term but long-term savings are unlikely to be possible until funds are found for further energy efficiency measures to be undertaken.</div><div>f. JM gave a vote of thanks to JC for his work done to support the VH with all financial issues.</div></div></div> | <div>JC/SP</div> <div>JM/JC/JaC/NiC</div> |
| <div>3</div> <div>3.1</div> | <div>Events and Rentals</div> <div>Matters Arising:</div> <div><div><div>a. The Terms and Conditions of Hire document was emailed to everyone again. It has been amended from the responses received and will be reviewed for publication at the Bookings Meeting Monday 3rd March 2025 at 7.00pm in the VH.</div><div>b. LH confirmed a donation of £1,000.00 had been gratefully received from the Firework Committee. JM thanked all involved for the donation. Closed</div><div>c. VH event information is being received by the web administrator. Closed</div></div></div> <div>3.2</div> <div>The events committee report is attached.</div> <div><div><div>a. JC to look for any fluctuation in bar takings on evenings that food vans have operated.</div><div>b. JaC to indicate if food traders accept only cash or take cards when putting up advertising.</div><div>c. It was agreed that the blackboard would advise that there is a food van in the VH carpark every Friday together with a brief description of what it is eg Greek, Pizza etc.</div></div></div> | <div>JM/JC/JaC/Nic</div> <div>JC</div> <div>JaC</div> <div>JaC</div> |

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| | <p>d. The VH website details will be given along with the advice that further information on the trader, e.g. a menu, can be found there. JaC will update the blackboard every Monday for the following Friday and ensure the web administrator has the necessary information.</p> | JaC |
| <p>5.</p> <p>5.1</p> | <p>Bar Managers Report</p> <p>Matters arising:</p> <ul style="list-style-type: none"> a. SP will share upcoming CBB with the Web Administrator. Closed. b. An accident report has been completed and given to the Secretary for future reference. No action was required. c. AT and SP will check all chairs to ensure they are fit for purpose and dispose of those which are not. d. All broken items to be reported to AT to ensure items are disposed of in the appropriate manner. e. The wine fridge has been purchased and installed and is working perfectly. Closed. f. Bar heaters have been checked and timings reset although there is one heater whose timer is not working correctly and although customers still report feeling cold it is anticipated this should improve when the windows are replaced. The matter will be reviewed then. | <p>AT/SP</p> <p>AT/SP</p> |
| <p>6.</p> | <p>Building and Estate:</p> <p>Maintenance Update:</p> <ul style="list-style-type: none"> a. AT thanked the Committee for the Maintenance Team lunch. b. Scrub clearance has been done and will be disposed of with a bonfire when the time is right, c. The TV dish has been moved to prevent damage by the users of the playing fields. | |

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| | <p>d. There are 3 heaters in the main hall which are faulty and require repair. The cost to do this is £250.00. AT has requested the electrician to purchase the parts and schedule the work. It was agreed that unless the parts had been purchased the work should be delayed.</p> <p>e. The decision on the faulty floor cleaner is complex as it is an old machine purchased reconditioned and may have reached the end of its life. An assessment to confirm if a repair is possible would cost £223.00. If it can be repaired there would be a further cost of £1500.00 to carry out a factory repair. The cost of a refurbished machine is £1500.00 and a brand-new machine would cost £2500.00. It was decided not to pay for the inspection and replace the unit. AT to provide costed replacement options.</p> <p>f. AT had emailed the work schedule for the replacement windows. Disruption to CBB will be kept to a minimum but, if necessary, use to be made of the Edwards Room bar instead. AT and SP will liaise over plans.</p> <p>g. AT is following up on a bid to the Warminster Area Board.</p> | <p>AT</p> <p>AT</p> <p>AT/SP</p> |
| 7. | <p>Committee Administration</p> <p>Matters Arising</p> <p>a. Personal email addresses have been added to the Secretary's distribution list. All confirmed that emails are being received. Closed</p> <p>b. The date for preparation of the Parish Council budget proposal ready for PCC November meeting is in the Teams calendar for the CVHMC meeting on the 16th October 2025. Closed</p> | |
| 8. | <p>Parish Council:</p> <p>a. There is a PC meeting on the 24th February 2025.</p> <p>b. JM offered a vote of thanks for the recent £1,000.00 donation.</p> | |

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| | <p>c. JM agreed that DB could share the VH financial summary with the PC, if DB deems appropriate, to demonstrate the value to the Charity of the donations the PC makes, and the careful control measures that the trustees are undertaking in difficult financial circumstances.</p> | DB |
| 9. | <p>Development Project:</p> <p>Matters arising:</p> <p>a. JM to follow up engagement with Landmarc.</p> <p>b. DB reported that a Bernard Sunley grant may be possible. The amount available is unknown. It would form a sub element of the proposed £300,000.00 development project.</p> <p>c. The Development Project now being considered as two phases, one to make the hall environmentally sustainable to reduce energy costs by sourcing grant potential and one complete other projects to make the VH more appealing to potential hirers.</p> | JM |
| 10. | <p>HR Management:</p> <p>Matters arising:</p> <p>a. Job description and contract documents are now available on OneDrive. Closed.</p> <p>b. Aiden's contract, only an unsigned version found. SP to see if he has a signed copy, if not JM would produce another.</p> <p>c. Appraisals are due as at the end of the FY 31 March. DB to update the staff handbook accordingly and share the form to be used. Examples others have would be welcome to compare. JM to share the previous versions with DB.</p> | <p>SP</p> <p>DB JM</p> |
| 11. | <p>Any Other Business:</p> <p>a. KG had met with the Codford PCSO who plans to discuss with the Parish Council events for young people in the area. There was a request for them to</p> | |

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| | <p>be hosted in CBB prior to opening or on a non-opening day. It would along the lines of a youth club however it was felt a more “modern” title might make it more appealing to the young people the area. The proposal was welcomed by the Committee, KG to meet with SP to discuss arrangements.</p> | <p>KG/SP</p> |
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Nicky Cornock

Secretary