

**CVHMC MEETING
MINUTES 18 January 2024**

Present: John McIntosh JM Alec Thomson AT John Curtis JC Don Bartlett DB (on line) Sarah Palmer SP Katie Detheridge KD Lysa Heaton LH Partial Attendance: Karungi Grant KG Nicky Carpenter NC	Apologies: Jamie Rideout JR
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1. Apologies and Introduction. JR & KG. (KG was able to join the meeting part of the way through and was able to confirm that the pizza takeaway service operating from the CVH car park was performing well). JM welcome Katie Detheridge (KD) to the Committee and was delighted that she was to take over the Hall Booking/Billing role.

2. Actions Completed/Ongoing.

- a. MC would investigate getting the VH on to the **halls.com** website. KD to follow up with MC and take on the task. **Action KD**
- b. Wedding in March. All assume that the bride is not taking this forward, KD to seek to make contact to confirm. **Action KD**
- c. JC is registering LH as a Trustee with the Charity Commission - ongoing. **Action JC**
- d. AT said that Selecta DNA was not appropriate for VH property. **Action closed**
- e. KG invited NC but has another potential member to invite. **Action KG**
- f. JC said that becoming an incorporated charity would create considerable work and was not appropriate for CVH. **Action closed**

3. Previous Minutes approved.

4. Financial issues.

- a. **CBB.** A busier month in terms of bar sales after 2 quieter months in Oct and Nov and consistent so far for profit. The profit for the month resulted in a further donation to CVH of £1608. The total to CVH for the FY to date is £7948. CBB performance continues to be strong, ahead of the budget and much better than the last FY.
- b. **CVH.** An excellent month with the £1608 from CBB, a Fireworks donation of £1500 and a Profit of £529 from the Winter Fair. The Unrestricted Funds surplus for the year continues to be ahead of the FY budget and better than last FY.

- c. The Cleaner's budget is 6.5 hrs/wk but she was averaging 8.5hrs/wk which is commensurate with greater activity and is acceptable. (Sec Note: HCFC will do all cleaning in the Changing Rooms).
- d. JC was working with Mark Gunter to get aspects of his groundsman work relating to football to be charged directly to H&CFC. **Action JC**
- e. The Annual Return to the CC was due end Jan but we were not required to submit accounts. JC would check whether the fraud needed to be reported. Eight volunteers in addition to the trustees were identified. He would review internal financial controls. **Action JC**

5. **Bar Mangers Report.** Not submitted.

6. **Events Committee/Rentals.** Report circulated. Main points;

- a. The new Years Eve party was a success. Need to boost numbers next year. Galaxy Disco was especially good and is booked for 24/25. The disco cost had been covered by previous raffles.
- b. The Events Committee are delighted to have KD join their team. She has improved and clarified the Booking Forms and will publish a weekly Bookings Chart which adds clarity and is very useful for all.
- c. JR and LH are planning a Village Survey to get ideas for events. JM would welcome a Survey which would also support the COF grant application.
- d. An Easter Egg hunt is being planned.
- e. Future events being considered are a Soap Box Race and a summer outdoors film night.
- f. The Wedding Brochure is being developed and will be uploaded to the CVH website.

7. **Buildings & Estates.**

- a. The Thursday Team thanked the Committee for their gift and promised to spend it on Sunday lunch at The Leopold next month.
- b. The electrician, Nigel Charteris, has completed improvements to the circuits in the Bar and lounge.
- c. Squeaky Clean cleaned the outside windows last week. The Team have cleared the drainage ditch, trimmed the laurel hedge, tidied the Boule Court car park and taken down Christmas decorations. Three new apples trees have been planted bringing the orchard trees to eight.
- d. Martyn Spratt and AT are planning to move the kids' goal post because the ground is badly worn. The posts are set in concrete so plant is required. Brendon has promised his JCB Telehandler to lift the goal.

e. Mice are being exterminated under the kitchen sink.

f. AT investigated grants to deal with the Leylandii hedge but without success. AT got 3 quotations and the Committee agreed the expenditure of £500 to Matt Gunter to undertake this task. AT plans to get this done by end Feb and volunteer help will be appreciated.

8. Committee Administration.

a. The Teams/e-mail system is unsatisfactory. JM, KD and KG will investigate and advise the Committee members of the way ahead. **Action JM, KD & KG**

b. JC confirmed that KD is on the payroll and HMRC matters are settled. DB will send a copy of the Trustees Handbook to KD and respond to any questions she may have.

Action DB

c. The Chairman welcomed Nicky Carpenter who gave a summary of her CV and expressed interest in taking on a role within the Committee. Her e-mail is;

nicola_carpenter@outlook.com

9. Parish Council Matters. NTR

10. Grants/Fund Raising. DB reported that the “Expression of Interest” for a Government funded Community Ownership Fund (COF) grant had been submitted and passed scrutiny moving us into the formal application stage. DB was congratulated for his work in getting us past this hurdle. We plan to apply for monies to do the roof, insulation, heating, fit PV panels and a battery storage system. The whole could cost is in the region of £200K. We aim to get our bid in by end March. A massive effort will be required to get the Business Case together, write specifications, raise tenders and submit an application. Meeting 7pm 19 Jan. **Action DB, JM, JC & AT**

11. Hallmark. Helen Akiyama, Community First, currently does not have the resources to conduct Hallmark inspections. The Chairman said that getting ready for a Hallmark review had made us improve and document our procedures.

12. AOB. AT gave details to KG of the free portrait of the King which we can apply for. **Action KG**

13. Next Meeting: Thursday 15th February 2024 at 7.15pm.

A F Thomson
Acting Secretary