

**CVHMC MEETING
MINUTES 16 February 2024**

| | |
|---|---|
| Present: John McIntosh JM Alec Thomson AT Don Bartlett DB Sarah Palmer SP Katie Detheridge KD Lysa Heaton LH Karungi Grant KG | Apologies: John Curtis JC Niki Carpenter NC Jamie Rideout JR Victoria McKinstry-West VMW |
|---|---|

1. Apologies and Introduction. JC, NC and VMW sent in their apologies. JR warned that he would be late.

2. Actions Completed/Ongoing.

- a. 2a - KD to start from scratch to get CVH listed on <https://www.hallshire.com/> **Action KD**
- b. 2c - JC has successfully registered LH as a Trustee with the Charity Commission.
- c. 2f - Previous minutes amendment: 2f to read "CVH is not currently an incorporated charity and that to do so would create a considerable level of additional work that would require further expertise"

3. Previous Minutes approved. JM thanked AT for producing the last minutes.

4. Financial issues.

a. CBB. After a busier month in December, not surprisingly, January has been much quieter in terms of bar sales - the quietest month since January of last year. This, in conjunction with a 'five week' month for payroll and an increase in energy consumption and costs, has resulted in a 'clawback' of the donation to CVH of £1,371, which effectively is the operating loss for the month. Regardless of this however, the overall performance continues to remain ahead of the current year's budget and of the previous year's figures, in all respects.

b. CVH. With the 'clawback' of the donation from CBB of £1,371 (referred to above), together with the knock-on effect of the 'five week' payroll on cleaning costs and the increase in energy consumption and costs (also referred to above) (and note that our new energy contract with SSE became effective at the start of January), there is net expenditure (i.e. net loss) for the month of £3,079, which is the poorest monthly result of the year so far. However, the Unrestricted Funds surplus for the year to date is now broadly in line with the current year's budget, but continues to be well ahead of the previous year's figures.

b. JC to check whether the fraud needed to be reported. He would review internal financial controls. On going. **Action JC**

d. JC was working with Mark Gunter to ensure marking work relating to football was charged directly to H&CFC in accordance with the agreement with the club. **Action closed.**

e. The Annual Return was completed and submitted to the Charity Commission ahead of the January deadline, but there is some 'tidying up' to do of some of the personal info that remains outstanding. **Action JC.**

f. Tiggy Thornton has on the behalf to the Thursday café, made a very welcome donation of £250. Afternote: the monies are to be used for replacing the Christmas lights - £150, and the planters for the entrance - £100.

g. JC has been in contact with the SSE to seek information on the day/night split of consumption to inform the Roof Project work on solar panels. Response awaited.

5. **Bar Mangers Report.** Provided verbally. Thursday Café to be reminded to check building is empty before setting alarm. AT would pass the message on and SP would instruct staff to ensure they made the Café lock up person aware of their presence.

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

a. 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. Project Team to provide a few questions for the survey. **Action DB.**

b. An Easter Egg hunt is being planned.

c. Future events being considered are a Soap Box Race and a summer outdoors film night.

d. The Wedding Brochure is being developed and will be uploaded to the CVH website. LH and KD to meet with JM for advice on editing the website. **Action LH**

e. KD reported having done her first month end. Has a new regular booking on Thursdays. She sought clarification about hire of the football field to others. Committee confirmed that the Codford and Heytesbury FC have priority use and need to agree activities that could potentially damage the pitch.

7. **Buildings & Estates.**

a. AT proposed acquiring smaller movable goal posts for the younger children who use the pitch adjacent to the ball court. He will be seeking a grant for this (£600). **Action AT**

b. Martyn Spratt would like to site a notice board next to the VH blackboard for football fixtures. LH to chat to the home owner about this. **Action LH**

c. AJC service of the treatment plant is scheduled. AT has also asked them to unblock the drain at the back of the VH.

d. A lock to be fixed on the main hall door.

e. New covers have now been made for the VH chair trolleys. KG was thanked for doing this.

f. AT confirmed that the Leyladii hedge had been tackled and looks a lot better. The Maintenance Team will aim to keep it under control, going forward, as far as they are able.

8. **Committee Administration.**

a. The Teams/e-mail system is now resolved.

b. Going forward, the codfordpc emails are due to be closed down and cleared. All were asked to clear anything they needed to keep from the codfordpc emails and confirm they could be closed to KG and JM before the end of February. **Action All**

c. DB to seek to change the email address registered with the funding bid to his new one, in the interim his cvh@codfordpc email will be kept open. **Action DB**

9. Parish Council Matters. NTR

10. Grants/Fund Raising. DB provided the background and an update on the Roof Project.

11. Hallmark. NTR

12. AOB.

a. KG has ordered the free portrait of the King. **Action closed.**

b. Recent work and rodent issues had identified a need throughout the premises to address cleanliness in areas not routinely cleaned by the Jeanette. Standards need to be improved for fire safety, pest control and hygiene reasons. The H&CFC were reported as doing a very good job with the Changing Rooms, so the areas of concern include the Tractor Shed and the store behind, the Craft Loft, the Forbes Room, the Bar service area and cellar, and the electrical switch room. AT would speak to Mark Shuldham about tidying the Forbes Room. Other responsible for areas to ensure that efforts are made to tidy and clean them well, prior to the next meeting. **Action: AT, SP, DB & KG.**

13. Next Meeting: Thursday 21st March 2024 at 7.15 pm.

Karungi Grant
Acting Secretary