

**CVHMC MEETING
MINUTES 21 March 2024**

Present: John McIntosh JM Don Bartlett DB John Curtis JC Lysa Heaton LH Niki Carpenter NC Karungi Grant KG	Apologies: Alec Thomson AT Jamie Rideout JR Sarah Palmer SP Katie Detheridge KD Victoria McKinstry-West VMW
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1. Apologies and Introduction. AT, JR, SP, KD and VMW sent in their apologies.

2. Actions Completed/Ongoing.

- a. 2a - KD to start from scratch to get CVH listed on <https://www.hallshire.com/> Action KD
- b. JC reported that the VH information on the WVHA site needed updating. KG to follow up with Helen Akiyama. Action KG
- c. Updating of personal info that remains outstanding . Action JC.
- d. The Wedding Brochure is being developed and will be uploaded to the CVH website. JM has met with KD and reverted website. LH and KD to meet with JM. Action LH, KD & JM
- e. All codfordpc.org emails can now be cancelled and DB has now updated the new email on the fundraising application.
- f. Deep clean of all areas - KG confirmed no siting of rodents in the craft loft. AT and SP not present to confirm action 12 b in respect of the Tractor Shed, Bar and Cellar. **Action AT and SP.**

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

4. Financial issues. (copies of CBB and VH financial reports shared/attached)

- a. CBB. A quiet month again, to go with January, but with the GP % holding up and a 'four week' month for payroll, there is a small profit for February resulting in a further donation to CVH of £159 - a total for the year to date of £6,736.
Overall, the current year's performance remains ahead of budget in terms of profitability, and well ahead of the previous year in all respects.
- b. CVH. A further loss for February of £1,880, to go with January's £3,079, shows that the Unrestricted Funds surplus for the year to date now stands at £1,248 - almost £2,000 behind budget - but note that is still well ahead of the previous year's figures.
There has been further significant repairs and maintenance expenditure to note in the month, which has included: £675 AJC Drainage; £500 Matt Gunter (hedging); £192 Mark Gunter (additional line marking - Spring 2023).
- c. Village Hall AGM scheduled for Thursday 27th June at 6pm, following the CVHMC meeting the previous week.

d. JC reported having received a donation from Thursday Café of £250 and another donation from the gardening club; a contribution towards the sounds system. Committee approved £150 towards the cost.

5. **Bar Mangers Report.** Uploaded on Teams {Supporting Papers folder}.

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

- a. LH reported that Easter activities are on schedule to take place as planned.
- b. Two requirements for the proposed survey identified: existing hirers via email and other users from the wider community via Facebook, VH website, posters etc. LH and KD to draft the two questions sets for the questionnaires. **Action LH**
- c. KD emailed her report. Attached.
- d. NC reported feedback from the Bingo club; they feel it's progressing well and they are happy with how it's getting on.

7. **Buildings & Estates.**

- a. Rain water drains at back of Hall unblocked.
- b. Planting in pots front of Hall - Fozzie's work.
- c. Kitchen sink taps leaking - recut.
- d. Sanctuary STP discharging onto Sports Pitch - soakaway drains unblocked.
- e. Mowing programme started.
- f. Grant for £500 applied for to The Fudge Trust for youngsters Football Goals.

8. **Committee Administration.**

JM available to assist anyone with emails and IT. JM encouraged Committee to upload files on to Teams for future CVHMC meetings.

9. **Parish Council Matters.**

DB reported that PC was working with the Wiltshire and Swindon emergency team to list CVH as an emergency hub. KG to follow up on s106 and CIL as an added source of income. JM to attend the next CPC meeting, to appraise and seek approval for the plan to make a CIO application, ahead of the extraordinary meeting

10. **Grants/Fund Raising.**

DB updated on the Roof Project fundraising. Reported that incorporated charitable status needed to be assumed before a bid is made. Committee agreed to call an extraordinary general meeting with the community to discuss and move forward with changing the charity to an incorporated status. DB to confirm at the end of March when submission dates are for the application and establish if bid can still be made while the process of creating the new charity is in place. Notice for the extraordinary meeting to go out next week for the meeting on Thursday 11th April at 6pm. Committee needs to have a workshop to draft the new constitution. Workshop agreed for Wednesday 3rd April.

11. Hallmark. NTR.

12. AOB.

a. KG reported complaints made about smoking area and cigarette bin being cited at the entrance to the bar. JM and AT to identify a suitable location. **Action JM & AT.**

b. KG reported an incident from a parent who had injured her ankle in the playing field after tripping on a hole in the ground. The hole was filled in and follow up phone calls made to the parent to check she was doing okay. Committee confirmed that weekly ground inspections are carried out. Telephone numbers to be available for users to call to report issues. **Action KG**

13. Next Meeting: Thursday 18th April 2024 at 7.15 pm.

Karungi Grant
Acting Secretary