

**CVHMC MEETING
MINUTES 18 APRIL 2024**

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

2. Actions Completed/Ongoing.

- a. KG emailed KD, LH and JC to inform them to pass any changes on to Helen Akiyama, who would update the website. JC confirmed that it had been updated.
- b. JC informed committee that KG was the primary administrator and would be the only one who can change any details on the Charity Commission site. KG to follow up. **Action KG**
- c. The Wedding Brochure to be uploaded to the CVH website. LH to coordinate a meeting with KD and JM. **Action LH**
- d. SP reported that a deep clean of the bar has been done and will be repeated frequently. AT reported no more evidence of mice in the kitchen.
- e. JM and SP had identified a relocated smoking area at the front of the building and AT had relocated the bin away from the entrance to the bar. However, it was agreed that the location was not ideal due to its proximity to the changing rooms. It was agreed that a site outside the rear door would be better. SP and AT to identify the best location and any amendments required to enable it. **Action AT and SP**
- f. A poster with telephone numbers to be sited in the play park and outside the VH to report issues. **Action AT & KG**

3. Previous Minutes approved. Going forward all minutes and supporting documents will be uploaded on Teams. Word versions to be emailed to KG.

4. Financial issues. (copies of CBB and VH financial reports were made available on Teams)

CBB. The year has ended with a solid performance for March in terms of income, profit margins and overall profitability, with the result that there is a further donation to CVH for the month of £617. Overall, the year's results are excellent, with a significant uplift from the previous year's in all respects:

- Bar sales - up by 53.4% to just under £111k;
- Gross profit before wages - up to 50.3% from 43.4%; Gross profit after wages - up to 20.3% from 13.1%;
- Admin expenses (excluding the donations to CVH) - up by just over £2.5k, despite significant increases (in percentage terms) for our cleaning, energy and banking costs - all of which can be linked to the increase in bar sales

- An operating profit of £4,236 (which clears the previously insolvent balance sheet position) and which, when taking into account the donations to CVH of £7,353, gives an overall profit for the year that shows an increase of just under £10k in comparison with the previous year.

b. CVH. The year has ended with a profit of £203 for March, which includes the donation from CBB of £617 (as referred to above). Overall, the year's results are good, with a notable improvement from the previous year's, particularly so far as the Unrestricted Funds are concerned (which the following comments relate to):

- Total income - up to just under £29k - an increase of £11.5k, which includes the donations from CBB of £7,353;
- Total expenditure - an increase of just on £500, with increases in energy and maintenance costs being offset by decreases in licences, hall management and other (bank fraud) costs;
Net income of £1,450 - an increase of £11k in comparison with the previous year, but which, even without the CBB donations, would still be a marked improvement.
- The combined 'bottom line' profit for CVH and CBB this year is £12,074 (£7,838 + £4,236) - the previous year was a loss of £3,050, so an overall improvement in our finances of over £15k

JC is dealing with the insurance which is due to be renewed in May. He continues to have issues with SSE's invoicing.

5. Bar Mangers Report. Attached.

SP thanked JM for sorting out the new bar tables/stools and she will address the brass cleaning. She requested a sign on the cellar door to caution about the slippery floor. **Action AT**

6. Events Committee/Rentals. Attached.

Main points:

- LH to liaise with KD about an online calendar. JC suggested Hallmaster online Calendar. JM reminded that there was access to other packages on the free Microsoft account, KD to check whether there is a suitable Microsoft App. **Action LH & KD**
- 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. On going. **Action LH**
- KD's report included.

7. Buildings & Estates.

- AT reported that Nic Nicholls has joined the Thursday volunteer group. He also noted that Martyn Spratt does a considerable amount of work around the facility.
- Mowing season is underway and the team has been clearing drains.
- New kitchen sink tap needed. Cost £45.
- Blackboards repainted. Safety checks in the play park carried out.
- Grounds cleared with view to increase the size of the orchard.
- The new speaker system was trialled by the gardening club, it worked superbly.
- Grant for £500 applied for to The Fudge Trust for youngsters Football Goals. Expects to hear back on this in June.

8. Committee Administration.

- Update on which emails are to be used.
- NC agreed to stay on board and was endorsed by all the trustees. KG to register NC on to the Charity Commission. **Action KG**

9. Parish Council Matters.

- JM reported that he had attended the parish council meeting and PC unanimously supported the move to CIO.
- AT reported that PC had acquired a bench in honour of the Queen's Jubilee. To be sited on the VH grounds.

10. Grants/Fund Raising.

JM reported that the roof project was progressing well. Extraordinary meeting on Monday 29th April at 6 pm, will only have two items on the agenda and shouldn't take too long. JC reminded that as trustees we should be giving due consideration to the representations made. Trustees to meet at 5.30 to do this. Bar closed till after the meeting.

11. Hallmark. NTR.

12. AOB. NTR.

13. Next Meeting: Thursday 16th May 2024 at 7 pm.

Karungi Grant
Acting Secretary

CODFORD BROADLEAZE BAR Monthly Bar Manager Report

Month: March 2024

Serial	Title
1	Monthly activity and takings: March was a better month where takings were concerned. £3.2k up on February and £2.2k up on March '23. Usual activities have taken place (Quiz, Bingo football, Winter Warmer etc.) Other activities included the Easter Event (organised by the Events Committee), Horse Racing with a difference
2	Bar Events: Charity Darts Night on 6 th April, Wake on 12 th April, Quiz Night on 20 th April, Football Presentation Night on 18 th May
3	Bar Support to Upcoming Events: Christening – 21 st April, Spudtastic – 27 th April, Barn Dance – 11 th May,
4	Any equipment or building issues: Alex has kindly painted the blackboards in the bar area and going forward only normal chalk to be used on these. He is also going to see if the light switch on the fridge in the front bar can be fixed or needs to be replaced.
5	Any Cleaning issues: N/A
6	Health and safety (Including any Accident Book entries): Can we get a sign made to go on the cellar door that leads outside to warn of a slippery surface when wet.
7	Any Complaints or positive feedback: Loads of positive comments about the “new” tables and seating in the bar area.
8	Staff issues (not recorded on public record if sensitive):
9	Any other business:

Events Committee Report

By Lysa Heaton

1. Easter In Codford

It was a great success for the community, which included surrounding villages as well as visiting family members and Codford residents.

Marketing could have been better as I'm not entirely sure if everyone understood what they were getting for £3, but as with every first it's a learning curve and can only be bigger and better next year as people will know more what to expect. To have the bar absolutely packed from 2pm onwards and into the evening also was fabulous. The big win for us (apart from great bar sales of course) was the bringing together of our sometimes-divided community, and whether people are religious or not, Vincie and Gill created a fun way to celebrate the more historic and traditional side of Easter. The life-sized Easter bunny brought happiness to the majority of children, although a few were quite terrified too, so he had to be sent back inside the club on a few occasions to give the petrified children a chance to recover!!!

Thanks to Landmark for sponsoring the event (courtesy of Katie), to Jenny Poole for making all the biscuits and packing them, to Vincie and Gill for the play and of course to the Easter Bunny who had a real life hop and a limp! On the business side we made money on ticket sales, with most of the money being taken over the bar! It's feels we have found the way forward for our events, as hosting inside/or including the bar creates an opportunity for £, which ultimately benefits the charity. Thanks also to Sarah and her staff for all their hard work as it was a long day for them.

2. Future Events and Christmas In Codford

Family Movie night on the field – Jamie and I are in the process of planning this and as the food truck pitches (organised by Kevin Dorrington) have been so popular, we had the idea of bringing in 2 or 3 different food vendors for these events so that families can picnic on the field and not have to bring their own food (their choice); parents can still access the bar for their drinks; the food trucks would be available to the whole community whether they are part of the movie night event or not. We are still keen for the soapbox car racing but feel that as it needs enormous planning, this might be a better event to launch for 2025 and focus on movie nights instead for this summer.

Christmas market - as some of you might already know, Mandy has pulled out of her event for December 2024. The artisan market team already have their Christmas market dates set and my feelings on another Christmas market a week or so after the Artisan, and just 10 days before Christmas remain the same as last year.

I appreciate the market did make money last year, but this was mainly due to stall invoices which I had asked Mandy to take back in the August and September. My understanding is that these stall holders did not know there was a Christmas market a week or so earlier, and that their personal sales were low as a result.

As a committee the events team do not intend to compete with the artisan market but instead plan to create a 'Christmas in Codford' event, with similarities to our Easter event with the aim of making it children orientated with a grotto and obviously Father Christmas but to encourage families to gather in the hall and bar

and make an afternoon/evening out of it. Obviously much still needs to be planned but that is where we are currently.

3. Village Events Survey . The bones of the survey are completed. It is very simple and easy to answer as well as quick. I fear that any more questions will put people off from completing it. The aim is to get this on to social media asap and wondered if we could print hard copies to hand out at the extraordinary meeting for people to fill in while waiting and then leave on their chairs. Jamie can put them into the newspapers too and we could have a pile in Budgens and Broadleaze Bar if we think that is valuable too. Please see below for the link to the survey as it stands currently. <https://www.surveymonkey.com/r/CYFLL99>

4. Katie's report

- We are now on the Halls for hire website. Katie has linked their page to our website and provided an accessible link. She says that this was as per their wishes to list our website for free.
- Hiring is going along smoothly and from my point of view clearly posted calendar/weekly schedule is working brilliantly.

Katie is wondering if we need to check whether bar prices need putting up on show as a legal requirement. I did a quick check on this and found the following: "Main legal requirements – the prices of food and drink, which are old for consumption on business premises or at take aways, should be displayed so that consumers can see them before they decide to buy." Whether this is different for a Village Hall Charity owned bar, I'm not sure so would welcome further guidance. I did google some other village hall bars and they had pdf downloads of their bar prices, but I have no way of knowing if they list their prices publicly in their bars too.