

**CVHMC MEETING
MINUTES 18 April 2024**

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

1. Apologies and Introduction. NC sent in her apologies.

2. Actions Completed/Ongoing.

- a. KG to update the entry on the WVHA and add a photograph. DB to share photograph with KG. **Action DB & KG**
- b. The Wedding Brochure will be uploaded to the CVH website. LH to arrange to meet with JM to do so. **Action LH**
- c. AT reported the smoking area had been moved to the back and this has been done. SP requested for sitting and a rain cover at the back for smokers. AT to follow up. **Action AT**
- d. AT has purchased and sited a poster with telephone numbers in the play park and outside the VH for people to report issues.
- e. Online calendar to be revisited when new bookings clerk is appointed.
- f. AT had put the caution slippery surface sign outside the cellar. SP asked for one on the inside of the door. AT to follow up. **Action AT**

3. Previous Minutes approved.

4. Financial issues. (Draft Annual Budgets shared/attached)

- a. JC reported that he did not have monthly figures for April yet, as he was dealing with the Charity Commission end of year reports with Moore South. The only thing outstanding being the Trustees report. Action JM
- b. JC had circulated the annual budgets for 2024/25 which continues the financial management best-practice process implemented last year, in line with the report to the Charity Commission that we have reviewed and considered our financial forecasts for the coming year, and that CVH and CBB are both going concerns. The Committee accepted both CBB and CVH budgets that were presented. JM thanked JC for putting it all together.
- c. JR asked if it were possible on an ongoing basis to identify any income to CBB directly related to any events taking place. JC said the not specifically without creating a lot of

additional work, but he already has a monitoring process to identify indicative sums for main events. SP would also consider if there was a simple way to provide an indication.

5. **Bar Mangers Report.** Attached. SP had received a positive email from the barn dance organisers thanking her for the bar service that night.
6. **Events Committee/Rentals.** Attached.
 - a. **Film Nights.** Family movie night on the village field, planning underway. The idea is to do one when the children break up for summer (or just before) and an additional back to school one also at the end of August. If it's successful we could look to do one weekly throughout the summer for next year. Food trucks for the car park will be present and charged a pitch fee. The bar will be open for drinks. More detailed information at next month's meeting. JC confirmed that a film license was not purchased, however LH can link with Moviola to effect film nights on the playing field. JM made points to consider:
 1. Insurance cover (check the policy summary to see if there are any potential issues).
 2. Will controlled access to the field be needed? If so how will it be managed?
 3. Picnicking and litter management. LH and JR to present a proposal and a risk assessment for the next meeting. Action JR & LH
 - b. **Food Vans.** It was noted that the use of the CVH car park for food vans had become a regular occurrence but the Committee was not exercising any oversight of this activity despite being responsible for all of the site. LH noted the community benefit of the food vendors who have been pitching in the car park. Normal practice was that any traders using the site were charged a fee for doing so. JR proposed not raising a charge at this point but to review what the arrangements were and the pros and cons of doing so by the end of August. Committee agreed in the meantime to ask the vendors to consider making a voluntary charitable contribution if they felt their trading had been successful. The problem of litter generated was raised and it was agreed that vendors should be required to remove the packaging from their products with them. It was also noted that one vendor had insisted on plugging in to CVH electricity, if that were required in future a charge would need to be raised and £20 was agreed as an indicative charge if ovens etc were to be powered from a CVH feed. DB requested encouraging the vendors to pitch on the side adjacent to the play park. Going forward, the agreement of vendors for the conditions of operating safely on the site and in consideration of CVH users and neighbours should be recorded in a form by the booking clerk. and if they are using any of the facilities resources, they will be charged for it. It was noted that Kevin Dorrington was the person who had arranged for the traders to come in and JM undertook to discuss these issues with him. Action JM Afternote: JM agreed the following points with KD:
 - CVHMC recognises KD as the scheme organiser and will invite him to contribute to the review and give him the opportunity to provide his views before any decision is made on charging.
 - The Booking Clerk will produce a form, for any trader KD introduces, to record their acceptance of our conditions for them to trade on CVH land.
 - KD will continue to coordinate and advertise the services.
 - c. **Football Festival.** AT reported that the footballer wanted to use the marquee and the Bose speakers for the football festival. Committee agreed to let them use these at no charge as part of the package fee the FC already pays.

- d. **Goal Fence.** JR proposed engaging with the FC manager to not have a goal fence over the summer. Committee agreed that JR would seek a compromise with the FC on the matter. **Action JR**

7. Buildings & Estates.

- a. AT reported the wine cooler needed a new switch at cost £159. Committee agreed to buy the switch.
- b. AT replaced the broken tap in the kitchen.
- c. The Thursday volunteer team are mowing and grass seeding the area around the king's walk, with the aim to plant more fruit trees.
- d. The Queens Jubilee bench financed by the Parish Council to be sited the following week.
- e. The Kiwi contingent will be coming to the village hall after the haka at St Mary's church, to have a look at the WW1 Map which AT will put up on Sunday morning.
- f. AT reported a panel knocked out of the sports hall and a broken table which he has repaired.
- g. He expressed concern about the rubbish generated at the Fete on the 30th June. Lysa to tie this up with the bookings clerk to ensure the Fete committee have a skip for litter, any trading of alcohol is not indirect competition with CBB or has to be agreed and a levy charged. **Action LH**
- h. Dogs on the Field. AT said that complaints had been made about dog mess on the field. Whilst it was suspected that this was more than likely down to individuals allowing dogs on the field there were many others using it now despite the bye-law specifically prohibiting it. In particular, the Thursday dog walkers take their dogs across the field to Café morning, guests to the Old Telephone Exchange have been exercising dogs on the field and the Park Run has had participants running with their dogs. The Committee agreed to enforce the rules about dogs. KG or LH to speak to Emma Howe and owner of the AirBnB, JM to speak with KD. Committee agreed that the only exception to animals on the field will be for the Village Fete, but only then if the Fete Committee have in place a satisfactory plan to ensure no mess is left behind.
- i. Well-behaved dogs in the Bar will continue to be acceptable, but in future owners will be required to take their pets out to the back area, by the recycling bins, rather than on the grass to the front of the building.

8. Committee Administration.

- a. JC and KG to tie up Charity Commission administration for the two accounts and to close the old one as soon as it is feasible to do so. **Action KG & JC**
- b. JC, LH and KG have the interviews for the new bookings clerk scheduled for Tuesday. KD hopes to liaise with the new recruit to hand over before the end of the month.

9. Parish Council Matters.

- DB reported that he had been in touch with the chair of the Parish Council who confirmed that the Committee can use some of the associations the PC is subscribed to for legal advice. Afternote: JM and JC to draft questions for legal

advice and JM to see if WVHA can source legal advice over title transfer as PC will probably require separate advice. **Action JM and JC.**

10. Grants/Fund Raising.

- DB reported that the bidding window for the CoF is still late May for a duration of 3 weeks. LF is helping with the application process and to make any other applications on behalf of the committee. JC reported that the closing dates for the VCSE capital grants is mid-August with the commitment that everything to do with it is completed by the end of March 2025.

11. Hallmark. NTR.

12. AOB.

- JM reported that NC had agreed to be assistant secretary. However, KG had decided that the role was not required.

13. Next Meeting: Thursday 20th June 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: