

**CVHMC MEETING MINUTES**  
**20th June 2024**

<b>Present:</b> John McIntosh <b>JM</b> John Curtis <b>JC</b> Sarah Palmer <b>SP</b> Janine Clarke <b>JaC</b> Karungi Grant <b>KG</b>	<b>Apologies:</b> Don Bartlett <b>DB</b> Niki Carpenter <b>NC</b> Alec Thomson <b>AT</b> Jamie Rideout <b>JR</b> Lysa Heaton <b>LH</b>
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**1. Apologies and Introduction.** AT, DB, JR, LH and NC sent in their apologies. JM welcomed Janine Clarke, the newly appointed CVH Booking Clerk, to her first meeting.

**2. Actions Completed/Ongoing.**

- a. JC reported that the CVH page on the WVHA website still had no photograph. KG to follow up. KG to also connect JaC with Heather Pinney, the contact at Community First, to follow up on any other updates needed. **Action KG**
- b. Wedding brochure: JM asked JaC to tie up with LH so that the wedding brochure was uploaded onto the VH website. **Action JaC**
- c. The seating and shelter for smokers at the back was still required. **Action AT** (Afternote: seating now in place).
- a. JC and KG to tie up Charity Commission administration for the two accounts. On going. **Action KG & JC**
- d. Online calendar to be revisited, JaC to follow up. JM asked her to research whether there was a suitable Microsoft App, as we could probably get that free as part of the MS 365 package. JC also to connect JaC with Laura Sealey for a discussion on this. **Action JaC and JC.**
- e. SP will sort out the caution sign on the inside of the cellar door. Action Closed.
- f. Food Vans: see Item 7 Administration of Traders below.

**3. Previous Minutes.** Approved, with an amendment to the correct date.

**4. Financial issues.** A new type of summary report of the combined financial performance for CVH and CBB for the current year to date was introduced by JC, a copy of which would be uploaded to the Team Site prior to future meetings. [CVH + CBB - Management accounts summary .pdf](#)

- a. JC reported that he was up to date with the monthly figures and made a combined report which shows the current year against the same period the last year and the budget for the current year, and the variance.
- b. JC informed that the more detailed reports he has produced in the past will be uploaded on teams, should anyone want to see them.

- c. Since the last meeting, the end of year accounts have been finalised by the accountants; Moore South with no adjustments to the figures JC gave them. JM and JC have since signed these off and copies are available on teams.
- d. JC reported that he has also been involved in insurances for both Broadleaze Bar and the Village Hall. They are both in place with different years they run to. The Village Hall insurance premium is set to remain the same for a 3 year period with a minor uplift cost of living inflation figures; this meant an increase of just over £40. CBB insurance was affected by last year's uplift inactivity in the bar. This led to the level of cover increasing in terms of the turnover and salary costs, and with the premium going up, resulted in a hike in the increase.
- e. JC still having issues with SSE, still on going over the rate of VAT they would like to charge. He is still getting invoices charged at 20% instead of 5% and not getting anywhere with getting this resolved. They are also still using estimated readings despite the having a smart meter in place. JC will be looking to contact Utility Aid brokers to source new suppliers for 2025. JM flagged up that finding a supplier who offered a good Smart Export Guarantee (SEG) tariff would be a consideration if the bid for funds to provide solar was successful.
- f. The new summary was well received by those present and JM thanked JC for producing yet another useful tool to improve the trustees' ability to exercise oversight of the Charity's fund management. JC to share accounts document with JM so that he can upload this on the Website. **Action JC**

5. **Bar Mangers Report.** Attached. SP noted that JaC has bar work experience, and that she hopes to call on JaC to cover when needed.

6. **Events Committee/Rentals.** Attached.

7. **Administration of Traders and Hiring.** CVHMC recognised that offering a variety of occasional takeaway food options as a community benefit and would support doing so on CVH premises. The following responsibilities were identified:

a. CVHMC:

- exercising oversight of activities on the Charity's premises.
- to consider the safety and comfort of Hall users and neighbours.

b. Scheme Coordinator - Kevin Dorrington (KD):

- Identify potential food vans
- Introduce traders to CVH Booking Clerk
- Advertise the service

c. CVH Booking Clerk:

- Liaise with KD to support delivery of a successful take-away food scheme.
- Create and maintain a record of CVH's authorised traders. This is a generic requirement for any events going forward.
- Produce a form and keep a file of signed agreements to trade on CVH land.
- The form to capture the health, safety, insurance and administrative requirements for operating on CVH premises, in particular the management of any waste created.

- Two versions of the form will be required depending on whether a fee is to be charged. In instances when CVHMC decide a fee is not applicable, the form is to include a suggestion to traders, that voluntary contributions to the charity, if they experience a profitable trading session, would be appreciated. The note to include information on how to make a donation.
- d. Scheme Review: Scheme arrangements, including whether charges will be levied, to be reviewed with KD in the Autumn.
- e. Risk Assessments: JaC requested guidance on risk assessments needed for any non-routine hiring of the facilities. The advice was a simple process was required. The questions would be put by the Booking Clerk to check that hirers understood their obligations and were not intending activities that might negate CVH's insurance or licences, or create significant risk to users, staff or the premises. If the answers raised any concerns, then the Booking Clerk was to raise them to the Events Committee Chair in the first instance. **Action JaC to suggest some suitable questions.**

**8. Buildings & Estates.** AT had sent his apologies and provided the following report:

- Wine Cooler repaired.
- Cisterniser flush and drain in the urinal cleaned and repaired. U-bend replaced.
- Lock in patio doors repaired by Locksmith. Keys colour coded and notice put up reminding people to take out the keys before they fold back the doors.
- Bench foundation built (with Tom Thornton) in preparation for the PC bench.
- Scrap roller, mower and old fencing removed by scrap merchants.
- Damaged kitchen cupboard relined.
- Damaged wall panel in Main Hall replaced.
- Nettles cleared in the King's Walk.
- Flying marquee removed from Chris and Pam Nielson's garden. Matt Hutchings to be re-imbursed for buying a replacement rotating dryer.
- Three window sales reps hosted.
- Mowing/dustbins/flowers.
- We have been asked if the VH would allow a Dof E Volunteer to complete a stage of their award working on the VH estate ie mowing, cleaning, painting etc. The team would task and supervise. JW is qualified through his Scouting work to oversee this type of youth project. This proposal was enthusiastically agreed.
- Tree in the car park touching the roof needs to be cut back or down before any roof work commences. AT to follow up. **Action AT**

**9. Committee Administration.**

- It was agreed to hold the CVH AGM on the 15<sup>th</sup> July at 6pm in the Village Hall. Bar will be open 30 mins before and after. KG to ensure notifications promulgated widely. **Action KG**

**10. Parish Council Matters.**

- JM had discussed the transfer of the Title Deeds with the PC Chair and his nominated deputy, and shared related documents with the PC so that they could assure themselves that the requested transfer of title is the right course of action. Very clear advice had been received from ACRE that although the PC is the custodial trustee, it is not the owner, that is the Charity. That has been the case since the

point that the charity was formally registered with the Charity Commission on 1 May 1963, which was the point that the Management Committee established in the trust deed replaced the parish councillors as trustees. Therefore, it is the named trustees of the old charity plus a signatory on behalf of the custodial trustee that have to show their agreement to the transfer of title to the new CIO, and not individual parish councillors. CPC would confirm their position at their next meeting 1 Jul 24.

- Transfer of the Title would require all trustees of the old Charity to sign to do this. The trustees of the CIO then sign the form to agree, which then goes to the HM Land Registry. JM would prepare the document and pass to KG to administer. **Action JM**

#### **10. Grants/Fund Raising.**

JM reported that the snap election announcement had caused the Department for Levelling Up, Housing and Communities to pause the last round of the Community Ownership Fund and the application link on their website has been disabled. This was unfortunate as this was the largest potential source of grant funding, it was hoped that this was just a temporary set back. Meanwhile, the Project Team were pursuing an alternative VCSE grant from another Govt department, which was proceeding despite the election disruption.

**11. Next Meeting:** AGM 15<sup>th</sup> July at 6 pm, CVHMC 18<sup>th</sup> July 2024 at 7 pm.

Karungi Grant  
Acting Secretary

## CODFORD BROADLEAZE BAR Monthly Bar Manager Report

Month: May 2024

Serial	Title
1	Monthly activity and takings: May was a good month but just a tiny bit down on April.
2	Bar Events/Support: Charity Quiz Night – 25 <sup>th</sup> May, Fete Committee Barn Dance 11 <sup>th</sup> May, Engagement Party, H&C FC Presentation Night
3	Bar Support to Upcoming Events: H&C FC AGM on 25 <sup>th</sup> June, Codford Village Fete – 30 <sup>th</sup> June, Football Friendlies start on 6 <sup>th</sup> July and then every Saturday until 10 <sup>th</sup> August although there may be a game on 17 <sup>th</sup> August. The game on 22 <sup>nd</sup> July is potentially a Charity Match for SANDS, MND Charity Night – 14 <sup>th</sup> September (Auction, Raffle and live music)
4	Any equipment or building issues: Alec has fixed the light in the bar fridge and Greene King have been in to fix a connector for one of the real ale pumps in the cellar.
5	Any Cleaning issues: N/A
6	Health and safety (Including any Accident Book entries): N/A
7	Any Complaints or positive feedback: From Susanna Quarrelle – Thank you for your help with the bar last night. It all went very smoothly and everyone enjoyed themselves so thanks
8	Staff issues (not recorded on public record if sensitive):
9	Any other business:

**Village Hall Committee Meeting**  
**June 20th, 2024**

**Events Committee Report**  
**By Lysa Heaton**

1. Fete Update
2. Booking Forms
3. Family Fun Day

**1. Fete Update**

Alcohol

The fete committee have confirmed that no beer is being sold and that Broadleaze Bar will be the main source of alcohol. There are a few bespoke/craft stalls e.g. Crispins gin but The Leopold won't be present.

Rubbish

Andy Headley is the fete committee's rubbish representative. I have communicated the committee's wishes for no rubbish to be left next to the dumpsters and let them know that additional collections are not possible. I have made it clear that anything that does not fit into the bins will have to be disposed of by them in a timely manner, and they fully accept responsibility.

Booking Form

This has not yet been completed – see 2. Booking forms below

**2. Booking forms**

At our handover meeting with Katie and Janine, some questions arose over the risk assessment forms expected to be filled in by hirers. Janine will talk to you about her experience in her professional role at work and the need for/reasons behind risk assessment forms as it was considered that what we are asking our hirers to fill in is confusing and possibly not relevant. It might be worthy of discussion after we hear Janine's observations.

For this reason I have not yet asked the fete committee yet to fill theirs in.

**3. Family Fun Day**

After much discussion, Jamie and I have decided to put on a family Fun Day on August 24<sup>th</sup> from 12-6 (if this date presents a clash it can still be changed).

The outside movie on the field costs have come back at £1200.00. We still want to do this but feel that ticket prices will have to be very high to ensure we break even and so at this point it doesn't feel like a sensible choice.

Instead, we are going to put on the family fun day. We will charge vendors pitch fees so that it can be a free entrance event to the community. We plan to have food vendors, bouncy castle, other fun activities and then a movie inside the hall, with a free projector (provided by Jamie) with a family movie so that parents can purchase food from the vendors and have a picnic tea while watching the film (inside).

The intension of course is that the bar will make money too which means the Family Fun Day will not cost CVH anything, but the long-term plan is to do another movie night in the hall in October half term (child friendly Halloween related) and then again in the Spring 2025, all the while building towards positive marketing for the 'movie on the field' for next summer. We feel that if the community can experience a few different exciting movie nights, they will be more likely to want to support the future summer event.

We would like to be able to use some of the profits made by these events to subsidise the 'movie on the field' event 2025.