

CVHMC MEETING MINUTES
18th July 2024

Present: John McIntosh JM Don Bartlett DB Alec Thomson AT Niki Carpenter NC Sarah Palmer SP Janine Clarke JaC Karungi Grant KG	Apologies: John Curtis JC Jamie Rideout JR Lysa Heaton LH In Attendance: Nicky Cornock
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1. Apologies and Introduction. JR, LH and JC sent in their apologies. JM welcomed Nicky Cornock, (previously on the VH committee), who attended as a potential trustee.

2. Actions Completed/Ongoing.

- a. JaC and Heather Pinney WVHA, have been connected by KG. JaC to follow up with Heather on updating the CVH entry on the wvha.org.uk website. It was noted that there was little information to sell the facilities and the contact address and name were out of date. **Action JaC**
- b. Wedding brochure: LH to pass information on to JaC so that the wedding brochure can be uploaded onto the VH website. **Action LH**
- c. The seating area for smokers has been provided at the back. AT suggested a Perspex shelter to cost around £300. JM proposed a budget of £350. Committee agreed. AT and SP to follow up. **Action AT & SP**
- d. JM reported that the Charity Commission had contacted him about a contact for the new CIO. He provided KG's details for now.
- e. JaC had a look at the options for the online calendar on Microsoft 365. JM has been in touch with Pete Cornock who is going to have a look at the VH website and explore options. JC also to connect JaC with Laura Sealey for a discussion on this, ongoing. **Action JaC and JC.**
- f. Risk Assessments: JaC to share her findings with JM in the first instance. **Action JaC & JM**
- g. AT reported he had a quote for £850 to sort out the trees in the car park that are too close to the roof. Proposal to spend £850 agreed.

3. Previous Minutes. Approved. JM also noted that the AGM had been successful and well attended. He thanked the Committee for their participation.

4. Financial issues. JM said that JC had shared a summary report of the combined financial performance for CVH and CBB for the current year to date (three months), and further detailed reports are available in Teams if required (General>Finance>FY 2024-2025).

5. Bar Mangers Report.

Serial	Title
1	Monthly activity and takings: June was again another good month but just a tiny

	bit down on May.
2	Bar Events/Support: No Quiz Night in June as part of the hosting Team were in Torquay. Codford Village Fete – 30 th June (quieter in the bar than last year although takings were good). Football Friendlies have started.
3	Bar Support to Upcoming Events: Football Friendlies every Saturday until 3rd August and then the Football Season starts. The game on 22 nd July is a Charity Match for SANDS, MND Charity Night – 14 th September (Auction, Raffle and live music) and a 30 th Birthday Party in the Large Hall
4	Equipment / building issues: Requested an update on the Broadleaze sign for the front of the building. Action JR Dransfield are coming in on 22 nd July to replace the fruit machine and juke box. Pool players are asking if we can update the pool table and if this happens they are aware that they will then have to pay £1 per game to play.
5	Any Cleaning issues: N/A
6	Health and safety (Including any Accident Book entries): N/A
7	Any Complaints or positive feedback: Nil
8	Staff issues (not recorded on public record if sensitive): Nil
9	Any other business: Nil

6. Events Committee/Rentals. Administration of Traders and Hiring: JaC to put in place the responsibilities included in the minutes of the June CVHMC. Going forward KD to make bookings with JaC for the food vans. **Action JaC**

8. Buildings & Estates.

- Wine Cooler repaired.
- AT bought a wheeled strimmer for £250. PC, CVH and a parishioner covered the cost.
- AT bought bags to securely store the marquee. It suffered a bit of flight damage which has been repaired.
- Made good the second-hand benches from the Angel Inn.
- Disabled toilet is flooding. AT will look to fix it the following week. Cost about £40.
- AT reported an incident involving children and a bonfire that was not completely put out which prompted a complaint from a parent. He noted this was a lesson learned.
- Fridge freezer in the store has been scrapped.
- Asset register was updated and shared with JaC.
- Practice goal posts were taken out and will be refurbished and reinstalled. The kids goal posts have been sited and are already being well-used by the children.

9. Committee Administration.

In order to proceed with the transfer of the Charity's assets and close the old trust, the Committee needed to vote on two resolutions:

Resolution One.

- Transfer of the Charities Assets. That the trustees of Codford Village Hall, registered charity number 305493, agree the transfer of the legal title of all of the assets of that Charity to the new Codford Village Hall CIO, charity number 1208107. The assets in question include the land, buildings, the bank accounts, cash funds, debts and credits due, shareholding of Codford Broadleaze Bar Ltd (company number 09711681) and all of the fixtures, fittings, furnishings. intellectual and other property of the charity.
Trustees approved.

Resolution Two

- Conferral of authority to execute documents. That in accordance with Section 333 of the Charities Act 2011, the Trustees of Codford Village Hall, registered charity number 305493, confer a general authority for the trustees appointed as the Chair and the Vice Chair to execute in the names and on behalf of the charity trustees documents for giving effect to transactions to which the charity trustees are a party. Any document executed in pursuance of an authority under subsection (1) is of the same effect as if executed by the whole body.
Trustees approved.

AT mentioned that the address on the Land Registry needed to be revised.

10. Parish Council Matters. DB reported that PC had agreed that should PC need to sign any documents for the transfer of Charity Assests, The Chair would sign on behalf of the Parish Council. JM confirmed that there was no need for the PC to sign.

10. VH Sustainability Project.

- DB updated that Community Ownership Fund was still suspended. JM reported that he had contacted MP Andrew Murrison, who has agreed to look into it.
- The team has decided to bid for an alternative VCSE grant from another Govt department; for £150,000.
- AT still waiting for last quote for windows.

11. Next Meeting: 18th August at 7 pm.

Karungi Grant
Acting Secretary

