

**CVHMC MEETING MINUTES**  
**15th August 2024**

<b>Present:</b>  John McIntosh <b>JM</b> John Curtis <b>JC</b> Niki Carpenter <b>NC</b> Sarah Palmer <b>SP</b> Karungi Grant <b>KG</b>	<b>Apologies / Absent:</b> Don Bartlett <b>DB</b> Alec Thomson <b>AT</b> Jamie Rideout <b>JR</b> Lysa Heaton <b>LH</b> Janine Clarke <b>JaC</b>  <b>In Attendance:</b> Nicky Cornock
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**1. Apologies and Introduction.** JM welcomed Nicky Cornock, 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 It was noted that there was little information to sell the facilities and the contact address and name were out of date.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 the July meeting the Committee agreed a budget of £350 for a Perspex shelter. AT had subsequently identified that it would cost much less. SP asked whether the balance could be used to provide a light to illuminate the path and shelter after dark to make the area safer for users. The Committee agreed that proposal. AT to arrange. AT also to confirm proposed alterations to the fire door mechanism were acceptable. **Action AT.**
- d. Booking Calendar - JM has been in touch with Pete Cornock (PC) who will look at what GoDaddy may offer as an online booking calendar. JC also to connect JaC with Laura Sealey, so the option she uses can be explored prior to the next meeting. PC plans to provide a short report on his findings for consideration at the next CVHMC. **Action JaC and JC.**
- e. Risk Assessments: JaC to share a proposed list of risk questions with JM. **Action JaC.**
- f. JR to provide a CBB sign, ongoing. **Action JR.**
- g. 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.**

**3. Previous Minutes.**

**4. Financial issues.**

JC reported that he didn't have the figures for July as he was waiting for Laura's report.

The billing issues with SSE are still unresolved. JC has now made a formal complaint which has been escalated and he will be hearing from them the following week.

JC to draw up a list of whom to notify of the changes in Charity status.

## 5. Bar Mangers Report.

Serial	Title
1	Monthly activity and takings: July was again another good month but just a tiny bit down on June.
2	Bar Events/Support: Quiz Night on 9 <sup>th</sup> July and raised £100 for Codford Caterpillars from the raffle. Charity Football match for SANDS. Friendly football matches took place on all other weekends in July.
3	Bar Support to Upcoming Events: Football Season starts on 10 <sup>th</sup> August and then it works out there is a home game every other week. MND Charity Night – 14 <sup>th</sup> September (Auction, Raffle and live music) and a 30 <sup>th</sup> Birthday Party in the Large Hall and football.
4	Any equipment or building issues: spoke to Jamie regarding the Broadleaze Bar sigh for the front of the building and he says he has it and just needs to bring it down to be fitted. Can the temperature on the fridge in the bar be looked at as I cannot lower it so it sits about 12-13 degrees. I have looked online and followed the instructions and still no luck. I am going to contact Dranfield again as having spoken to the guys that use the pool table they are happy for it to be re-clothed to
5	Any Cleaning issues: N/A
6	Health and safety (Including any Accident Book entries): N/A
7	Any Complaints or positive feedback:
8	Staff issues (not recorded on public record if sensitive):
9	Any other business: We have had an enquiry regarding a wedding next year where they would like to supply wine and champagne for the tables so they are looking for a corkage price. Janine said that when her mum got married at White Horse Country Park they were charged £6 per bottle corkage which I think is a fair price.

## 6. Events Committee/Rentals.

- SP said that JaC was negotiating over a potential wedding booking and had asked for advice on corkage charges. This was discussed at length and charges from alternative venues compared. The Committee agreed a lower charge than comparators of £6 a bottle for both still and sparkling wine (including champagne, Prosecco, Cava etc). It was also agreed that no extra charge would be raised for wastage rates if the bottles incurred a penalty charge. **Action JaC.**
- There was discussion over the Fete Committee believing that they had a fixed agreement on rates for all of their events. JM's recollection was that a clear agreement was made that there was no charge for holding the fete, but the FC had agreed that, as long as they made a profit, they would contribute a share as a donation to the CVH charity. Charges for their other events depended on whether they were to raise funds for the Fete or for other good causes. If the later, then they had to be treated as would any other fund raising event by a village organisation. JM to discuss with LH so that a standing agreement letter could be produced to ensure all were clear on the arrangements. **Action JM.**
- KG to identify minutes that capture the agreement made with Codford & Heytesbury FC and share with JaC. **Action KG.**

- JaC to provide an update on actions against her to the Secretary, many of which have carried forward from the previous month. **Action JaC.**

## **7. Buildings & Estates.**

- Taps changed in a sink in the Ladies Toilet
- Disabled Toilet cistern changed - leak fixed
- Lots of mowing & weeding. King's Walk cleared.
- Rubbish collection has improved by using the blue bins.
- Hedge clipped in Play Area - tidy up for ROSPA inspection.
- Matt Gunter has trimmed the overhanging trees satisfactorily.
- Padlock for tractor shed stolen. Replaced, keys issued, cost £30. (It was noted that the CTC had theirs stolen also).
- Lottery Grant for refenestration submitted.
- Smoker's canopy ordered.

## **8. Committee Administration.**

JM reported that the vesting documents for the resolutions of the transfer of the Charity have been signed by JM and DB, witnessed by Lionel French and JC. A copy to be shared with the Secretary and a scanned copy will be uploaded on teams. JC to undertake switching the financial activity from the old to new charity, including notification to any organisations that required to keep a record of the charity number CVH operated under. JM to explore the action required to change the HM Land Registry record. **Actions: JC and JM.**

## **9. Parish Council Matters. NTR**

## **10. VH Sustainability Project.**

JM reported that the VCSE grant has been submitted for the roof works and solar works. They will respond by the middle of September. Work on site is set to start at the end of October, if all goes to plan. DB is applying for the SSE grant to pay the balance. AT has submitted an application to the Lottery Fund for the windows. DB waiting on information on the Community Ownership Fund grant. Rt Hon Andrew Murrison MD MP has written to the Deputy Prime Minister on CVH's behalf and received a response from Alex Norris MP, PUSofS Ministry of Housing, Communities & Local Government, expressing This Government's commitment to community ownership of local assets and that they will confirm plans for the COF in due course.

## **11. Next Meeting: 19<sup>th</sup> September at 7 pm.**

Karungi Grant  
Acting Secretary