



**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING  
MINUTES 21<sup>st</sup> MAY 2026**

<p><b>Trustees Present:</b></p> <p>John McIntosh JM* Chair          Nicky CornockNC* Secretary          Chris Gwynne CG          Alec Thomson AT          Sarah Palmer SP          Karungi Grant KG</p> <p>* Indicates also CBB Director</p>	<p><b>Apologies/Absent:</b></p> <p>John Curtis JC*          Lysa Hutchings LH          Jamie Rideout JR          Jim Bullock JB</p>
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ITEM	POINTS COVERED	ACTION
<b>1</b>	<p><b>Introduction</b></p> <p>a. Matters arising specific to any agenda item are shown in the appropriate section below.</p> <p>b. The minutes from the 16th April 2026 were approved.</p>	
<b>2</b>	<p><b>Financial Report</b></p> <p>a. JC advised that the end of year position presented the opportunity to move an element of that grant back into development funds. JC to prepare a formal proposal on the matter.</p> <p>b. Apologies received from JC, due to time constraints preparing the end of year accounts CVH and CBB management accounts for May and June 2026 will be forwarded to trustees and committee members prior to the June 2026 CVHMC meeting.</p>	<p><b>JC</b></p> <p><b>JC</b></p>
<b>3</b>	<b>Trading, Events and Rentals</b>	
<b>3.1</b>	<p><b>Bar Manager's Report</b></p> <p>a. Monthly activity and takings: April was a quieter month compared to March but in March we did have two functions that gave a good takings behind the bar</p> <p>b. Bar Events/Support: Skittles, Darts Comp, Gardening Club, Party (didn't take place), Quiz Night.</p> <p>c. Bar Support to Upcoming Events: Skittles (06/05, 13/05, 20/05), Parish Council AGM (11/05), Gardening Club (20/05), Quiz Night (23/05), HCC FC Presentation Night (30/05).</p>	

	<p>d. Health and safety (Including any Accident Book entries): One accident recorded. Details have been handed to Nicky to file.</p> <p>e. The rear CBB Fire Exit requires a ramp to ensure wheelchair users can exit the building if the front FE is blocked and there is no one to assist them. CG will investigate installing a ramp.</p> <p>f. Accident Report has been completed concerning the injury to customer's head from lighting canopy over the bar. AT will investigate removing any sharp corners.</p>	<p>CG</p> <p>AT</p>
<b>3.2</b>	<p><b>Events</b></p> <p>a. KG confirmed there are glasses held in storage which could be added to kitchen equipment stock. SP advised the date on the glasses needs to be checked to ensure they meet current regulations. If they do they can be added to the kitchen stock, if they don't new glasses will need to be sourced. KG to investigate the likely cost.</p> <p>b. The timings for the Car Boot Sale were discussed as it was felt that a later start time might encourage better attendance. As all other CBS's usually take place at the current times the timings will remain the same for the July CVH CBS. A comprehensive report on the event will be presented to CVHMC to enable a decision to be made on whether or not to hold more. KG will ensure the event is publicised in more places to try to increase attendance. A coffee vendor needs to be sourced as no coffee was available.</p> <p>c. NC has emailed 12 food truck vendors twice, including those who have booked previously. One response was received to say they are considering booking a slot and one requested a reduced hire charge to enable them to check if the venue will work for their business. It was proposed and agreed they be offered a one-off hire of £15.00. NC will contact them and phone all the others to see if there is an issue preventing them from booking CVH.</p> <p>d. LH will liaise with JR for advice on adding non-business events to Facebook. There may be an opportunity to subscribe to FB for a fee of £3 to £4 per month. LH will investigate further.</p>	<p>KG</p> <p>KG</p> <p>NC</p> <p>LH</p>
<b>3.3</b>	<p><b>Rentals</b></p> <p>a. JM advised that there is an open-air event taking place in August 2026 to raise funds for CVH consisting of a singer, a band and a film. More details will follow as and when they are confirmed. JR is the CVH link with the organiser.</p>	<p>JR</p>
<b>4</b>	<p><b>Buildings and Estates</b></p> <p>a. The WW1 Map was put up for a school project and taken down today. New pulleys and ropes have been fitted.</p> <p>b. The grass is growing and we have been mowing.</p> <p>c. 2 of the strong points have been dug in preparation for the Shipping Container. We will want to borrow the Chairman's concrete mixer.</p>	

	<ul style="list-style-type: none"> <li>d. Dean Standard, Complete Fire Services came on 4 May and completed the 6 monthly check on the Fire Alarms and extinguishers.</li> <li>e. We carried out preparatory work in the Tractor Shed for the electricians and helped them to replace the wall panels in the Main Hall.</li> <li>f. All Lock Combinations, less the Electrical Room, will be changed at noon on 28/05/2026. Karungi will ensure all users are informed.</li> <li>g. The Wessex Internet cable is being installed on 28/05/2026.</li> <li>h. The WI connection will be checked to ensure it is working in all areas of CVH before the BT connection is terminated.</li> <li>i. If WIFI extenders are required to enable WIFI to be available in all areas CVH will purchase them.</li> <li>j. The addition of a battery pack for the CVH landline will be investigated. CVH is the Emergency Hub for Codford and a live phone line is needed to ensure phone contact at all times. NC to provide further information on battery packs. <i>After meeting note: details forwarded to JM</i></li> <li>k. JB will work with MH to investigate and/or repair the back bar roller shutter.</li> <li>l. LH to check with the skittles teams to confirm if the repairs to the skittle alley are sufficient.</li> <li>m. AT has given notice that he will be retiring from his CVH duties as from the July 2026 AGM.</li> <li>n. A pool of tradesmen will be needed to cover all the skills he has. JM will investigate further. Suggestions to JM.</li> <li>o. Matt H is purchasing posts to enable the noticeboard to be erected.</li> </ul>	<p>JB/MH</p> <p>All</p> <p>LH</p>
5	<p><b>Committee Administration</b></p> <ul style="list-style-type: none"> <li>a. Nothing to report.</li> </ul>	
6	<p><b>Parish Council</b></p> <ul style="list-style-type: none"> <li>a. The Village meeting was very successful.</li> <li>b. Bleed kits will be discussed at the July 2026 PC meeting.</li> </ul>	
7	<p><b>Community Workshop</b></p> <ul style="list-style-type: none"> <li>a. AT and CG have prepared a constitution document which will be finalised once all aspects of the CW have been considered.</li> <li>b. CG confirmed he has a budget of £2,000.00 for equipment and is liaising with Screwfix regarding a possible discount.</li> <li>c. Setting up a committee is still work in progress.</li> <li>d. A decision on when and for whom sessions will be held is still work in progress. Opening days and times will depend on when volunteers are available.</li> <li>e. The current dust extraction system is suitable for the planned equipment.</li> <li>f. The plan is to have the workshop open in September 2026.</li> </ul>	

7	<p><b>Development Project</b></p> <p>a. The Enterprise bid has been successful.</p>	
8	<p><b>HR Updates</b></p> <p>a. Bookings Clerk staff appraisal due to be completed 26<sup>th</sup> May 2026</p>	KG
9	<p><b>Any Other Business</b></p> <p>a. KG forwarded details of the Wiltshire Community lottery due to launch on the 6<sup>th</sup> June 2026. NC has investigated and there are no fees for organisations who participate. Publicity material is produced by WC from copy sent to them by CVH. CVH will receive revenue from tickets sold and prize money. NC has registered CVH and approval was given to proceed with a formal application. <i>After meeting note: First draw took place on 6<sup>th</sup> June 2026, £2.00 revenue from ticket sales will be transferred to CVH bank account, JC aware.</i></p> <p>b. NC raised an initiative called BOG Standard being run by PHS and Prostate Cancer UK to encourage establishments to install disposal bins for incontinence pads in Gents toilets. They explain that this would enable Gentlemen to dispose of pads with dignity and not be compromised socially if this facility is not available. SP will source and install bins and disposal bags. NC will prepare a poster for her to advise of this new service. <i>After meeting note: poster sent to SP. SP has put bins, bags and signs in place.</i></p> <p>c. NC has obtained costings for business cards. With the current wording the cost for £1000 cards would be £45.00. NC will forward examples of the design and wording to enable informed discussion at the next CVHMC meeting. <i>After meeting note: proof sent out.</i></p> <p>d. CVH has received a request from a motorhome club for information on what CVH is able to offer them. CVH can offer everything they need other than an Elsan disposal point which can be discussed in further detail with them if necessary. CVH could offer 5 pitches at £15.00 per pitch. The need for a licence needs to be investigated. If it appears that everything needed can be covered it was proposed to offer them a pilot event to check it works for the club and CVH. <i>After meeting note: Details forwarded to The Van Club. Awaiting their response. CVH does not require a license.</i></p> <p>e. KG is waiting for more detailed information from the company wishing to site a dog wash facility at CVH. She will update CVHMC when she has it.</p>	<p>All</p> <p>NC</p> <p>KG</p>

	<p>f. JM reported that there had been an odd occurrence with emails between himself and the secretary which identified the need for emails to be checked carefully before being responded to and to ensure they are legitimate and not a scam As CVH has had issues in the past with scam emails everyone needs to be vigilant in respect of this. If there is a query phone the sender (don't email them back) to check the contents of the email.</p>	
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Meeting closed at: 2150  
Recorded by: Secretary  
Published by: Chairman