

CVHMC MEETING MINUTES
18th October 2024

Present: Don Bartlett DB Alec Thomson AT Lysa Heaton LH Nicky Cornock NiC Sarah Palmer SP Karungi Grant KG	Apologies / Absent: John McIntosh JM John Curtis JC Janine Clarke (JaC) Niki Carpenter (NC) Jamie Rideout (JR) Pete Cornock (PC)
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1. **Apologies and Introduction.** JC , JM, JaC, NC sent their apologies

2. **Actions Completed/Ongoing.**

- a. The motion sensor light has been installed and the door closer spring has been removed from the door. A new key for the door needs to be supplied for the bar staff to lock and unlock the door. **Action AT**
- b. Zoom meeting was cancelled and is rescheduled for 18th October 2024. JaC will report on this at the November meeting. **Action JaC**
- c. Risk assessment document is work in progress. JaC has circulated it to committee members and uwill update it when she has their replies. **Ongoing Action JaC**
- d. JR to provide a CBB sign, ongoing. **Ongoing Action JR.**
- e. A report will be prepared regarding the Fete Committee and the Thursday Café which will be presented to the committee for further discussion **Action LH**
- f. LH discussed this with the Fete Committee who confirmed they wouldn't be applying for a grant
- g. KG has not been able to locate the agreement. If no agreement in place by the November committee meeting then a new agreement will need to be drawn up. **Action KG**
- h. 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. **Action JC**
- i. JM has been exploring the action required to change the HM Land Registry record. HM Land Registry have indicated it was going to cost around £300 based on a valuation of £1,000,000.00, AT had undertaken this previously and believed CVH may qualify for exemption. JM will look into it further. AT confirmed there would be no charge. **Action JM**

3. **Previous Minutes approved.**

4. **Financial issues.**

JC had emailed a report. No queries were raised.

5. **Bar Managers Report**

Serial	Title
1	Monthly activity and takings: September was another fairly quiet month and takings were down from August
2	Bar Events/Support: : MND Charity Night – 14th September (Auction, Raffle and live music). Gardening Club restarted and History Society restarts in October. Skittles starts for proper in October as September is Cup Matches

3	Bar Support to Upcoming Events: History Society restarts in October. Skittles starts for proper in October. Harvest Supper for Codford Caterpillars
4	Any equipment or building issues: Still waiting for Jamie to bring the Broadleaze Bar sign for the front of the building down so it can be fitted. Contacting Dransfield is still on my list of jobs to do with regards to having the pool table re-clothed Any update on keys for the outside door
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: Again it seems that the sky dish has been knocked as we lost signal for the TV over the weekend. I tried retuning the TV but with no success. Just wondering whether it would be worth looking into have a TV Aerial in the roof space to pick up Freeview TV rather than using the Sky Dish. NC will provide AT with the details of a local TV repair contractor to investigate this further. Action NC/AT
10	SP confirmed brewery are unable to provide assistance regarding the wine fridge. SP and AT to investigate further either the cost of a repair or a new fridge or the possibility of a grant towards a new fridge. Action SP/AT

6. Events and Rentals.

- a. Greek Night has been postponed.
- b. Request received from Theatre in the Round re hiring the hall. LH will look into this further and report back. **Action LH**

7. Buildings & Estates.

- a. Various maintenance tasks have been completed.
- b. The tractor shed padlock was located and will be reinstated with existing keys held by AT.
- c. SP asked if a grid could be installed over the exterior gutter to avoid staff having to clean it.
- d. AT explained this would be expensive and that the maintenance team already clean it regularly. The maintenance team will address the issue of a grid as part of the major repair project. **Action AT**

8. Committee Administration

- a. Laptop etc have been purchased and are working.
- b. KG has not been able to complete charity commission registration due to issues logging on to their sites. She will pursue this. There was no update on the companies house registration. **Action KG**

- c. NC will email clubs and groups who are on both websites to advise them that their content will now be on the CC website only. PC will ensure everything the village hall does and what it has available for hire is still on the village hall website along with their contact information. This will ensure they are responsible for keeping their information accurate and up-to-date. **Action NC/PC**
- d. JM will set PC up with a VH email address. Until that has been done any amendments for the website should be sent to NC and she will pass them on to PC. The only person who seems to have input to the website at the moment is JaC. To avoid errors only PC should now edit the website. NC will email JaC to advise her of this. **Action NC**

9. Parish Council Matters.

- a. DB confirmed that Wessex Internet do offer preferential rates for charities. If the rate is acceptable the Village Hall will proceed with having Wessex Internet as their provider. **Action DB**
- b. There is to be a site meeting with all parties involved to investigate the skate park further.

10. Review of the Rental rates.

Jac has new rental agreement document.

11. VH Sustainability Project. Activity on hold pending the outcome of three grant applications.

- a. Sustainability grant decision is expected in November 2024. **Action DB**
- b. The Heritage Lottery grant decision is expected early November 2024. **Action AT**

12. AOB.

- a. Skittles score board markings still need to be refreshed. Ongoing/**Action JR**
- b. Customers are still smoking at the front of the building. Possibly because there is no indication that there is a new smoking area and where it is. AT will arrange for signs to be put at the front of the building to inform smokers where new smoking area is. **Action AT**
- c. 2 people taking part in their Duke of Edinburgh award scheme in a volunteer role on behalf of ROSPA will carry out a weekly safety inspection of the children's play area using their tick list which indicates areas to be checked. The tick list will be amended as necessary by AT. They will report their findings to him. The inspections will run for 6 months. **Action AT**
- d. The WIFI code for the bar is quite complex. Could it be changed to make it more user friendly? NC has investigated and it should be a simple task for the VH broadband administrator. Agreement to ask JM to look into this as the administrator. **Action JM**

Next Meeting: 21st November 2024 at 7.30 pm.

Nicky Cornock
Secretary