



**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE
MEETING MINUTES 18th JUNE 2026**

<p>Trustees Present:</p> <p>John McIntosh JM* Chair Nicky Cornock NC* Secretary Chris Gwynne CG Alec Thomson AT Karungi Grant KG</p> <p>* Indicates also CBB Director</p>	<p>Apologies / Absent:</p> <p>John Curtis JC* Lysa Hutchings LH Sarah Palmer SP Jamie Rideout JR Jim Bullock JB</p>
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ITEM	POINTS COVERED	ACTION
1	<p>Introduction</p> <p>a. Matters arising specific to any agenda item are shown in the appropriate section below.</p> <p>b. The minutes from the 21st May 2026 were approved.</p>	
2	<p>Financial Report</p> <p>a. The CVH and CBB management accounts for May and June 2026 were forwarded to trustees and committee members.</p> <p>b. JC advised that the end of year position presented the opportunity to move an element of the PC grant back into development funds. He will prepare a formal proposal on the matter.</p> <p>c. JM had spoken to Wessex Internet regarding CVH keeping a 01985 phone line together with a UPS (unlimited power supply) and they confirmed that they didn't offer a complimentary service for facilities like CVH. JC had been asked to see if he could determine recent usage of the landline to inform over a decision whether one was to be retained. It was decided that the current power bank obtained for the emergency hub wouldn't be suitable for powering the router. JM would identify a cost for a UPS for a decision over whether one was required for the Emergency Hub.</p>	<p>JC</p> <p>JC</p> <p>JM</p>

3	Trading, Events and Rentals	
3.1	Bar Managers Report a. Bar manager confirmed no report for May	
3.2	Events a. KG confirmed there are glasses held in storage which could be added to the kitchen equipment stock. She will investigate appropriate storage for them. b. KG will liaise with SP regarding a non-business FB page for CVH. NC will forward details on this from previous minutes to JaC. <i>After meeting note: JaC has sent NC information on this for discussion at the July meeting.</i> c. KG continuing to publicise Car Boot Sales, investigating other areas for publicity and linking up with more vendors. d. The booking clerk is sourcing a coffee vendor for the Car Boot Sale in July.	KG
3.3	Rentals a. JM advised that the open-air event planned for 29 August will now take place on Saturday 12 September. b. The booking hub has been updated. It now has an additional function to enable a “no invoice” option which makes administration easier. c. The booking hub is being posted on the Warminster and Westbury Facebook page to try to increase bookings.	
4	Buildings and Estates a. 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. b. CG questioned the position of the smoking area as there is smoking debris at the front of the building. Smokers should be advised by staff that they need to use the designated smoking area to the rear. Signage to be reviewed to ensure it is prominent. c. The Warminster Area Board meets on 2 July 2026 in Warminster Library to consider our bid for £1500 to help fund the Shipping Container. AT plans to attend so that he can answer any questions they may have. AT has sent them updated quotations and is optimistic for the outcome. d. We have constructed 4 levelled hard points to support the Container. Thanks to the Chairman for lending his concrete mixer. e. We have been offered hand tools by locals and plan to accept them all. Any surplus can be sold off to help funds. f. We have been cutting grass in the Playing Field margins.	CG SP AT

	<p>The standard of the grounds and pitch is the best we have seen and Mark Gunter and Martyn Spratt deserve our thanks.</p> <p>g. Repeaters have been fixed around the Village Hall to improve internet reception and the one in the Tractor Shed will be moved to a better location.</p> <p>h. The BT equipment has been removed and will be returned.</p> <p>i. AT is retiring at the AGM. It was suggested that a list of local tradesmen and their specialisation should be put together.</p> <p>j. The toilet in the Men's is leaking and AT will fix it.</p> <p>k. The lathe needs to be moved and the logistics to do this need to be discussed. The existing store may be suitable.</p>	AT
5	<p>Committee Administration</p> <p>a. Some committee members/trustees have issues viewing/downloading documents with links from CVH OneDrive if they use their personal email address. NC will add a note to emails to advise that documents need to be viewed/downloaded via their online CVH account, which they need to be logged into via a browser for the links to work, unless they have their own paid-up Microsoft subscription. JM happy to help any individuals with ongoing problems.</p> <p>b. The Treasurer will advise a date for the 2026 CVHMC AGM and CBB Directors AGM to be held. It is hoped this will be in August 2026. Once date is confirmed, it will be added to the CVH website and Codford Community website as the public can attend to observe should they wish to do so.</p>	NC JC
6	<p>Parish Council</p> <p>a. No report</p>	
7	<p>Community Workshop</p> <p>a. Setting up a committee is still work in progress.</p> <p>b. A decision on when and for whom sessions will be held is still work in progress</p>	
8	<p>HR Updates</p> <p>a. Bookings Clerk staff appraisal completed. Form will be sent to the Secretary for secure storage.</p> <p>b. JM proposed increasing the Booking Clerk's hours to 6 per week to allow more time to manage current workload. Approved with immediate effect.</p>	KG
G	<p>Any Other Business</p> <p>a. NC has obtained costings for business cards. She will email examples of the design and wording to enable a final decision on wording to be approved at the next CVHMC meeting with the proposal to order 500 cards at a cost of £34.00</p> <p>b. Details of what CVH can offer The Van Club have been emailed to them. CVH is awaiting their response.</p>	NC/All

	<p>CVH does not require a license. CG will confirm what products should be used in their chemical toilets etc. NC will liaise further with them to ensure they are able to meet all CVH's requirements and conditions.</p> <p>c. KG emailed everyone with detailed information from the company wishing to site a dog wash facility at CVH. This will be discussed further at the July CVHMC meeting.</p> <p>d. JM reported on an email received from The Fete Committee confirming their plans for the day.</p> <p>e. JM will deal with progressing the CVH noticeboard.</p>	<p>CG/NC</p> <p>All</p> <p>JM</p>
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Meeting Closed At: 8.50pm

Recorded by: Secretary

Published by: Chairman