

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MINUTES

16th JANUARY 2025

Trustees Present:

John McIntosh JM* Chair
 Don Bartlett DB*
 Nikki Carpenter NC
 John Curtis JC*
 Lysa Heaton LH
 Karungi Grant KG
 Jamie Rideout JR
 Alec Thomson AT
 Nicky Cornock NiC Secretary*

* Indicates also CBB Director

In attendance:

Sarah Palmer

Apologies/Absent:

ITEM	POINTS COVERED	ACTION
1	Introduction <ol style="list-style-type: none"> 1. Apologies: None received 2. Matters Arising: Matters specific to any agenda item are shown in the appropriate section below. 3. Previous minutes. The minutes from the meeting held on 19/12/2025 were approved and accepted 	
2	Financial Issues <ol style="list-style-type: none"> 1. Matters Arising: None 2. Monthly report to follow. 3. Invoice issued to PC, awaiting payment. 4. The insurance claim for the Forbes Room window has been settled and monies (£566.00) banked. 5. A separate invoice for this window will be needed from New Windows to reflect the amended CVH contribution to the cost of the windows. 6. JC reminded hirers that the date their fees in relation to the craft loft should have been paid was 01/01/2025. If they do not intend to renew the hire items should be removed from the loft. 	AT

	<p>7. The Charity Commission accounts return paperwork has been completed in the main, some disclosures are required, JC will meet with JM at the end of this meeting to cover these.</p> <p>Account figures up to the 31/03/2024 have to be attached to the return. JC also has some direct debits which require JM's signature.</p> <p>8. JM asked for confirmation that CVH bank account now has a debit card to enable expenses to be actioned more easily. JC confirmed he does now have a debit card for the CVH bank account. Closed.</p> <p>9. JM queried the previous queries regarding Lloyds Bank requiring more information. JC confirmed he has had no further queries from Lloyds so will wait to see if they contact him. Closed</p>	JM/JC
3	<p>Rentals</p> <p>1. JaC has contacted WVHA and requested they circulate CVH details to other village halls. Closed</p> <p>2. JC now has access to the booking calendar. Closed</p> <p>3. Booking Calendar (BC): NiC to email action points from previous minutes to JaC and ask her for an update on the booking calendar and copy in LH and JC to the email. <i>To be actioned under item 3.6 below. Closed</i></p> <p>4. Rental rates: These need to be agreed to enable them to be uploaded to support the booking calendar. <i>To be actioned under item 3.6 below. Closed</i></p> <p>5. Terms and Conditions of Hire: Only one response received to email sent requesting comments on the current document. NiC will email the document again. JM requested that everyone replies even if they have no comment to make to confirm they have seen the documents.</p> <p>6. NiC will arrange a meeting with JM/JC/JaC/LH and NiC to address the booking calendar, rental rates and the terms and conditions of hire.</p> <p>7. LH will contact JaC regarding actions which need to be taken regarding bookings.</p> <p>8. Risk Assessment Document. NiC will copy RA document to LH for her input. <i>Post meeting note: to be actioned under item 3.6 above. Closed</i></p>	<p>All</p> <p>NiC</p> <p>LH</p>

4	<p>Events</p> <p>1. Food Vans. Future arrangements for sale of food by traders on site was discussed. The arrangements needed to be consistent for evening single stalls and also multiple traders at CVH events.</p> <p>Decisions:</p> <ul style="list-style-type: none"> a. The CVH will self-manage all future FV bookings to ensure that traders confirm to CVH Health and Safety policies. b. A standing pitch fee of £20.00 will be charged for evening single stalls. c. It was agreed that in future traders would be sited away from the boundary with neighbours to reduce noise issues. d. Kevin Dorrington's efforts in establishing the programme of evening food vans was acknowledged. JM to thank him for his efforts and inform him on the way forward. e. LH to brief JaC on what has been agreed. JaC to request contact details for the traders he has from Kevin Dorrington. <p>2. LH confirmed that there was a meeting of the Fireworks Committee on 24/01/2025 and she will make a request for a donation for CVH from the 2025 event.</p>	<p>JM</p> <p>LH</p>
5	<p>Bar Manager Report:</p> <p>1. Recovering the pool table, to be handled by SP as required. Closed</p> <p>2. December 2024 takings were up on November 2024 but down on December 2023. There was a noticeable drop in footfall including fewer customers on New Year's Eve. Likely due to the cost-of-living problems people are facing but also possibly due to inadequate heating. Some football games were cancelled due to the adverse weather but other events that had been organised were successful. There are events already organised in CBB for 2025 and the plan moving forward is to build on these and encourage different events. LH and JR will work with SP to scope whether any additional events could be held in CBB to try to improve its income. JR will look at hosting either pool, darts or skittles once a month.</p>	<p>SP/LH/JR</p>

	<p>3. Wine fridge: SP has investigated a new fridge which comes at a cost of between £1800.00 and £2,500.00. She has sourced a fridge on Ebay at a cost of between £600.00 and £800.00. It is new with a 1-year guarantee. It was proposed that other options would be explored by LH/JR/KG but if nothing suitable was found by the 19th January 2025, SP was authorised to use a maximum budget of £700.00 to source one herself.</p>	LH/JR/KG/SP
6	<p>Building & Estate</p> <ol style="list-style-type: none"> 1. The football agreement was accepted by H&CFC. Closed 2. The position of the dugouts has been agreed and H&CFC plan to have them in place for the next season. Closed 3. AT confirmed all fire extinguishers had been checked and a new dry powder extinguisher has been ordered to replace the only one that failed. 4. Electrical installation survey. Ongoing. 5. CBB heating: A heater has been from the craft loft into the bar which has improved things slightly. One problem is that someone has been turning the heaters off at the socket. SP to put up a sign to say “do not turn off”. <i>Post minute note: AT found out that on a Monday morning, Jeanette, finding the heaters on and knowing that the Bar would not be open again until Wednesday, had quite sensibly switched them off. AT would review how best to set the 7-day timer.</i> 6. Maintenance Update: <ol style="list-style-type: none"> a. The Thursday maintenance teamwork is going well. b. The Millenium hedge has been trimmed. c. The Willow tree has been coppiced. d. The floor cleaner is not working correctly. AT has requested a quote for repair. e. There are 2 faulty heaters in the main hall. AT has requested a quote for repair. f. Due to the complexity of the work to the replacement windows etc the installation date has been put back. Ongoing. 	<p>SP</p> <p>AT</p>

	<p>g. JR queried the problem with the pool table light. AT confirmed this was due to the damp from the vent entering the building and damaging the ceiling tiles which allowed water to drip into the light fitting which has been taken out of use. JR confirmed the light is needed, he and AT will liaise to work out a way forward. AT confirmed there would be no cost implication to any work needed.</p> <p>h. The lack of signs showing where the new smoking area was queried.</p> <p>i. AT confirmed he had put up “no smoking” signs but no signs to show customers where the new area is as he was unsure they were needed. It was decided signs were needed. NiC will prepare them and put them in place.</p>	<p>AT/JR</p> <p>NiC</p>
7	<p>Committee Administration</p> <ol style="list-style-type: none"> 1. NiC is the principal contact for Wiltshire Village Halls Association. Emails she receives from them will be shared with other committee members. She brought a list from WVHA of potential funding bodies she will email to JM/DB/JC/AT for them to discuss at their meeting on 21/01/2025. JM will pass a copy to Lionel French. <i>Post meeting note: email sent.</i> 2. Land Registry insurance valuations have been received. Ongoing. 3. Secretary registration with Companies House completed. Closed. 4. Emails: Emails are not being seen by all committee members/trustees as some do not regularly view their VH email accounts. The Secretary will add in personal email addresses for those members who have difficulty accessing their VH email accounts until that can be resolved. Members were asked to reply to emails where a response had been requested, even if it simply to say “no comment”. NiC will add the relevant personal email addresses to her VH email address list. 5. Website: A request to send details of all events, both in the VH and CBB, to the web administrator so that they can be added to the website ASAP. 6. Is there an electronic floor plan of the VH? JM will forward it to the Web Administrator. <i>Post meeting note: floor plan received</i> 	<p>NiC</p> <p>LH/JaC/SP</p>

