CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES 17th July 2025

Trustees Present:	Apologies/Absent:
Library Day Chair	
John McIntosh JM* Chair	John Curtis* JC
Nicky Cornock NiC* Secretary	Lysa Hutchins LH
Alec Thomson AT	Sara Palmer SP
Niki Carpenter NC	Jamie Rideout JR
	Karungi Grant KG
* Indicates also CBB Director	

ITEM	POINTS COVERED	ACTION
1.	Introduction	
	 a. Matters arising specific to any agenda item are shown in the appropriate section below. b. The minutes from the meeting held on the 19th June 2025 were approved and accepted. 	
2	Booking Hub	
	a. JM will add an additional box on the home page to direct hirers straight to the hire rates document to save them time scrolling through the site for information. Afternote: JM unable to make change required, JaC asked to contact site administrators to request it.	JaC
3	Financial Report	
	 a. NC is sourcing a short version of insurance cover. Ongoing. b. The Gift Aid application relating to the anonymous donation is being completed. c. A donation is expected from the Thursday Cafe, amount to be confirmed. d. The June financial report will be sent out after the meeting. e. JM to forward water heater invoice to the Treasurer f. JM to confirm Martyn Spratt has details of the 2025/2026 charges to enable the bookings clerk to raise an invoice. g. NC confirmed she is investigating whether a Motion Picture Licencing Company licence is needed for CBB. h. Fund raising for the new floor cleaner is ongoing. DB is investigating other grant options for it. AT will contact DB for further information. i. JM will investigate the need for and cost of a broadband booster. 	NC JC JC JM JM NC AT JM
4	Trading, Events and Rentals	
4.1	Bar Managers Update a. June was a quiet month however it was a 4-week month.	

	 b. There is an event scheduled for every Saturday over the next few months. c. NiC forwarded information on Amazon Prime Video to SP who feels there would be no financial gain due to license restrictions. NiC will investigate further to check cost. Live sport can be shown but the bar staff need to ensure they turn the TV off when it has finished complying with current licensing regulations. 	NiC
4.2	 a. JR is working with current event hosts to enable CVH to bring in traders to support these events which will add income from food trader pitch fees to CVH income. Once he has their agreement NiC will investigate potential traders. Ongoing. b. All booked CBB events are on CVH website 	JR/NiC
4.3	 Rentals a. A food trader being unable access the VH car park and trade as the car park was ful NiCs proposed that traders should enter the playing field via the entrance by the Boules Court and park on the grass facing the Hall. This location would address issues over noise, smell and the need to cone off an area in the car park. Some concerns were raised over potential damage to the field if muddy. It was agreed to trial it for 3 months as an alternative. KG to coordinate with JaC. b. The trader was unable to contact the bookings clerk for advice on the day. KG will ask JaC to amend her out of office and voicemail messages to include KG's contact details as a backup. c. The Wedding publicity sheet has been amended and will be uploaded onto the CVH website. d. CVH needs a social media publicity plan to advertise and draw people to more deta on the CVH website. JM to discuss with KG and LH. 	KG KG NiC
5.	 Building and Estate a. Cleared blocked toilet in Gents. b. New boiler installed and commissioned to provide hot water for toilets and changing rooms. Hirers need to be advised they need to turn it on in the disabled toilet to ensure they have hot water. AT will put up signage. c. Kitchen boiler fault found and repaired. d. Contacted Sanctuary Housing re leak of foul water from their sewage treatment plant to the playing field. They responded eventually after 3 calls and cleared the soak away blockage. e. Cistermiser, which provides the flushing in Gents urinal, not working. New one fitted - £130. f. Carried out Electrical Survey with Nigel Charteris on 7 and 8 July. Minor rectification carried out during testing to resolve simple faults such as poor earthing. The survey will take one more day and is planned for 28th July. The Report will include a list of actions required for certification. So far, the main ones were rewire of a radiator in the CBB, dartboard spotlight and replacement of the exterior spotlights. g. Painted notice board. A replacement board together with predicted costs was 	АТ
	discussed. A budget of £200.00 was agreed for this. AT/JR/NiC to investigate further.	AT/JR/NiC

	 h. Weld repair the legs of the exterior folding picnic bench that had been badly damaged. i. Re- glued rubber seal on bottom of patio doors. j. The Thursday Team have been mowing, weeding, collecting rubbish and helping to set up the Codford Bus Stop Library. Shelves cut and painted. Brackets fitted. k. Ramp to smoking area is being planned. Ongoing. 	
6.	Committee Administration - NSTR	
7	Parish Council Update	
	a. The Parish Council village notice board refurbishment report is being prepared.	KG/NC
8	Refurbishment Project	
	 Investigations are ongoing to source grants to support the project including a Heritage Lottery grant and an SSEM grant. JM will set up a project meeting to investigate grant applications. 	JM
9	HR Updates	
	a. KG to conduct JaC's appraisal for 2024/2025 and submit completed form to NiC. Ongoing	KG
	b. JC to conduct SP's appraisal for 2024/2025 and submit completed form to NiC. Ongoing	JC
	c. SP and NC to conduct Janine, Aiden and Aaron's appraisals for 2024/2025 and submit completed form to NiC. Ongoing	SP/NC
11.	Any Other Business	
11.1	a. JaC requested a set of keys. SP will have a key to the bar key cut for her.b. More signs to remind customers not to allow their dogs onto the playing field	SP
	will be erected including by the picnic benches outside CBB. c. KG will speak to the holiday cottage owners to ask them to include the	AT
	information in their information packs for the property.	KG
	d. NiC explained that Wiltshire Council have queried if CVH is a food business. She has explained to them that CVH/CBB only sells pre-packaged food and offers food re-heat facilities. WC are advising if this describes a food business. If it	
	does they will advise on action needed to be taken. e. CVH protocol on pest control is needed for WC. AT confirmed it is monitored by the maintenance team and action taken as and when necessary. f. JM had received a suggestion that precautions need to be taken to prevent illegal occupation of Broadleaze Meadows, such as has happened recently in Salisbury. The proposal is to erect an overhead gantry at the entrance by the Boules Court, to prevent unlawful entry by high vehicles, and a number of lockable posts and fixed posts at other vulnerable points around CVH. Estimated cost of materials is £2,000. An offer has been received to assist with	NiC
	labour and scope a grant to cover materials. JM will investigate further in order.	JM

Recorded by: N Cornock Secretary