

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES

17th July 2025

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

	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> a. The Parish Council village notice board refurbishment report is being prepared. 	KG/NC
8	Refurbishment Project <ul style="list-style-type: none"> a. 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 <ul style="list-style-type: none"> a. KG to conduct JaC's appraisal for 2024/2025 and submit completed form to NiC. Ongoing b. JC to conduct SP's appraisal for 2024/2025 and submit completed form to NiC. Ongoing c. SP and NC to conduct Janine, Aiden and Aaron's appraisals for 2024/2025 and submit completed form to NiC. Ongoing 	KG JC SP/NC
11.	Any Other Business	
11.1	<ul style="list-style-type: none"> 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 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 information in their information packs for the property. 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 labour and scope a grant to cover materials. JM will investigate further in order. 	SP AT KG NiC JM

Recorded by: N Cornock Secretary