

CVHMC MEETING MINUTES
19th September 2024

Present:	Apologies / Absent:
John McIntosh JM Don Bartlett DB Alec Thomson AT Jamie Rideout JR Lysa Heaton LH Niki Carpenter NC Nicky Cornock NiC Janine Clarke JaC Sarah Palmer SP Karungi Grant KG (Present for items 1 to 9)	John Curtis JC

1. **Apologies and Introduction.** JC sent in his apologies

2. **Actions Completed/Ongoing.**

- a. AT to sort out the light and fire door. **Action AT.**
- b. Booking Calendar – Options were presented. Committee agreed to fund what proved to be the most suitable of the two subscription options. JaC to meet with the rep for the cheaper option: Hall Booking Online. JaC to investigate and come back to Committee with findings. **Action JaC.** JM thanked Pete Cornock for the proposals.
- c. Risk Assessments: JaC to reshare proposed list of risk questions with JM. **Action JaC.**
- d. JR to provide a CBB sign, ongoing. **Action JR.**
- e. LH and JaC to review current T & Cs on charitable bookings for discussion at next meeting. **Action LH & JaC.**
- f. JM clarified the issue of the Fete Committee using the facility for free. The previous Committee decisions were no charge for the fete or fund raising for the fete, but treated as any other fundraiser if raising funds for other than local causes. DB suggested they apply to the Parish Council for a grant to fund events. LH to follow up with Fete Committee. **Action LH**
- g. KG to identify minutes that capture the agreement made with Codford & Heytesbury FC and share with JaC. **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. **Actions: 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 £1M, AT had undertaken this previously and believed CVH may qualify for exemption. JM will look into it further. **Action JM**

3. **Previous Minutes approved.**

4. **Financial issues.** JC previously shared the figures for July. He was not present to give a report on August.

5. **Bar Mangers Report.**

- a. Monthly activity and takings: August was a fairly quiet month (takings were down compared to July but were up on August last year) but it was the school holidays,

- b. Bar Events/Support: Football Season started on 10th August with home games every other Saturday and U18s every other Sunday.
- c. Bar Support to Upcoming Events: MND Charity Night – 14th September (Auction, Raffle and live music) and a 30th Birthday Party in the Large Hall which was cancelled. Gardening Club starts in September and History Society restarts in October. Skittles starts for proper in October as September is Cup Matches.
- d. Temperature of wine fridge in the bar sits about 12-13 degrees and is too high. AT advised that this was beyond local repair and asked SP to speak with brewery to see if they would be able to replace it. **Action SP.**
- e. SP will contact Dransfield again as having spoken the guys that use the pool table and they are happy for it to be re-clothed rather than replaced.
- f. SP requested 2 new keys cut for the main outside door for new staff. **Action AT.**
- g. Children have been using a ramp out the back of the building. The ramp is for the cellar and a member of staff nearly fell as they did not realise the ramp was not there. AT to look at securing it in place. **Action AT.**
- h. Greek Night in November. SP was assured that there will not be smashing of plates on the patio.

6. Events and Rentals.

- a. Whilst the weather wasn't ideal, our first bank holiday Family Fun Day was successful. Bar takings were significantly above a typical Sunday. Huge thanks to Martin for the 3 games of football, to Janine for the very successful raffle, to Jamie for all the printing and advertising, to Spud and Jim for helping Lysa to co-ordinate, and to Sarah and all her staff for the great work behind the bar, it was certainly a long day for them. Working together between VH and Broadleaze Bar continues to be successful and factors into all events we plan.
- b. Upcoming Events:
 - Village Scarecrows (notices coming soon).
 - Greek Night Nov 2 (Codford Tea Rooms hiring the hall and kitchen to cook the supper and Broadleaze Bar providing pre-order wine packages. All other drinks will also go across the bar but the hope with pre-order is to encourage advance sales.)
 - Codford Fireworks Nov 9th – not a CVH event but will be advertised.
 - Carol Singing with brass band and Santa – December date tbc but this year will start and end at Broadleaze bar so that once again we can encourage community spirit, socialising and bar sales. Intend to have a crib service in the bar again on Christmas Eve and will communicate/plan with Sarah.

7. Buildings & Estates.

- a. Sewerage treatment plant has been serviced.
- b. The single practice Goal posts for the chillout area have been revamped and the area levelled new grass planted.
- c. Swing broken in the play park, has been fixed.
- d. Panel knocked out in the VH ceiling, AT will repair it.
- e. Reports received on problems with the disabled toilet, smell for the drains.
- f. AT reported that have had a new volunteer joining the Thursday team.
- g. Mowing in progress.

8. Committee Administration. JM announced that NC had been unanimously appointed as a trustee and accepted as secretary. JM thanked NiC for volunteering to join the team.

Committee also agreed to provide NiC with a laptop. NiC to tie in with JC to purchase the laptop. KG to register NiC with the Charity Commission and Companies House. **Action KG**

9. **Parish Council Matters.** DB reported he had updated the Parish Council on progress on the Sustainability project. He also reported that the hall would be booked for training by the Ambulance team (AED Awareness). KG informed the committee that the Wessex Internet that is currently installing fibre connectivity have an incentivised package for Village Halls. Skate park was discussed. JM suggested to wait for clarity on the proposal from Parish Council. Contact: cllrrennie@codfordpc.or.uk

10. **Review of the Rental rates.**

- a. A review of the 2022 CVH hiring policy and rates had been undertaken by JM and JC and was presented to the Trustees. The revised policy is attached to these minutes.
- b. Committee voted 5:2 against the community discount for a tenant that has requested to use the Craft Loft for storage. DB to share rental agreement document with JaC. **Action DB**

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

12. **AOB.**

- a. AT suggested changing time of meeting to not coincide with Clubbercise. It was agreed to start future meetings at 7.30 pm.
- b. AT reported that a group of artists (part of the Wylde Valley art trail) wanted to use the Edwards room to exhibit and sell art work from 3-11 November. A charge of £200 was proposed. AT to follow up with potential hirers. **Action AT**
- c. AT queried the state of the score board for skittles. JR to sort it out. **Action JR**

Next Meeting: 17th October at 7.30 pm.

Karungi Grant
Acting Secretary

CVH LONG-TERM RENTAL POLICY

- CVH has two areas for long-term letting: the Forbes Room on the ground floor and the Craft Loft on the first floor. Tenancy of these spaces is to be managed by the Booking Clerk and requires completion of a rental contract document, countersigned by the Treasurer for CVH.
- Forbes Room.** The Forbes Room is a 26' x 12' (312 sqf) self-contained space with light, power and electrical storage heaters. The Forbes Room is suitable for a single let as an office space. The rental rate for the Forbes Room, inclusive of electricity is £X x 312 sqf per month.

BAY 1 – 96 SQF	Access 4' Wide	Access 3' Wide			BAY 6 – 120 SQF
		BAY 3 – 90 SQF	BAY 4 – 90 SQF	BAY 5 – 90 SQF	
BAY 2 – 96 SQF					

- The Craft Loft.** The Craft Loft is a 60' x 12' space reached by an external metal staircase. It has lighting and metered power sockets but no heating. It is an industrial space without an interior lining to the external walls. The Craft Loft is suitable for letting to multiple users on condition that they accept that their space cannot be secured from other key holders. There are 6 bays in the Craft Loft identifiable by the ceiling joists, see drawing below. The bay sizes vary because of access requirements but, to simplify the rental process, there is a standard charge for all 6 bays. Parts of bays may be rented out and are charged by sqf of floor space allocated.
- Craft Loft Rental Charges.** Craft Loft per Bay (same maximum rate for any of the 6 bays) = £W x 90sqf per calendar month.
- Craft Loft Power Costs.** For storage or light hobby usage electricity is inclusive to the rent charge. For any use that will consume more power an additional charge will be based upon the metered units used.
- Community Use Discount.** A discount of Y% applies to non-commercial use by: CPC precept paying households, Codford community organisations and individuals from elsewhere who actively support the Charity, such as volunteers and staff. Any query over whether an individual qualifies for this discount to be decided by CVHMC.

7. **Special Circumstances.** The CVHMC may, at their discretion, apply a lower or zero rate where circumstances justify that.
8. **Rate Reviews.** The Treasurer should review the rates annually or more frequently if exceptional circumstances require and propose any changes to the CVHMC. Revised rates will be charged to existing tenants in accordance with individual contracts. Routinely, a new tenant will enjoy the rate set in the contract for 6 months before being subject to a change.
9. **Payment of Rent.** All new and revised tenancy agreements will require monthly payment of rents by Standing Order unless otherwise agreed by the Treasurer.

Rates Review 2024. The following rates were approved by the Trustees on 19 Sep 2024.

1. **Forbes Room.** $X = £1$ therefore the monthly rate is £312 per month.
2. **Craft Loft.** $W = £0.40$ therefore the cost per bay is £36 per month. Part bays to be charged per sqf up to a maximum of 90 sqf. This rate to be adopted from 1 Oct 2024 for new users and 1 Jan 2025 for existing users. Existing tenants will be required to sign an updated tenancy agreement prior to 1 Jan 2025, that includes these revised terms, including paying rent by Standing Order unless the Treasurer approves otherwise.
3. **Community Use Discount.** A discount of $Y = 40\%$ to be applied to qualifying tenants. Therefore, a Craft Loft Bay for an eligible tenant is £21.60 per month.
4. **Special Circumstances.** The following bodies are granted a Special Circumstances Nil Rate for reasonable storage in the Craft Loft (or Tractor Shed if appropriate) for the time being: CVH own use, Codford Parish Council, Codford Fete Committee, Codford Historical Society and Heytesbury and Codford Football Club.

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