CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES

16th October 2025

Trustees Present:	**Apologies/Absent:**
John McIntosh JM*Chair Nicky Cornock NiC*Secretary Alec Thomson AT Jamie Rideout JR Karungi Grant KG Niki Carpenter NC Sara Palmer SP *Indicates also CBB Director	John Curtis* JC Treasurer Lysa Hutchings LH **In attendance:** Chris Gwynne CG

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 18th September 2025 were approved and accepted.	
2.	**Financial Report** a. NiC to forward summary version of insurance cover to JaC to enable her to share them with hirers. b. Jim Bullock had contacted JM regarding funding for the floor cleaner. He confirmed that grant will not be approved until Feb 2026 and funds not released until July. The floor cleaner is needed sooner; JC requested to identify alternative funding options. DB will meet with JB next week to explore whether a bid could still be made for something else. c. KG to check with JaC on issue of 2025/2026 football invoice. d. Wessex Internet pole and installation work should be completed late October 2025 and charge monthly for a booster. As BT system will continue to work in tandem with WI, the decision was made to wait until the WI connection can be checked before purchasing a booster. SP queried the position of the WI pole. AT said there is a marker peg in the grass near the boundary hedge. e. Moore South have confirmed that they have all the requested information from all trustees other than LH. JC to liaise with LH. f. Financial reports were emailed to trustees and committee members. JM noted that CVH income appears to be £3,000 above budget however this is due to the Parish Council grant being received early.	**NiC** **JC** **KG** **JC**
3	**Trading, Events, Rentals**	
3.1	**Bar Managers Report**	

	a. SP has investigated Amazon Prime and the "bolt ons" available and the conclusion is that it would not be beneficial to CBB due to the content available and the cost. She will consider what NOW TV can offer, although she felt that the current terrestrial service provides everything needed now but that this may change if sport is moved to other channels in the future. b. SP will continue to monitor when CBB is less active to enable opening hours to be adjusted as and when necessary. c. September trading was quiet. d. There was no quiz in September as there was no-one to organise it. e. SP asked, if meetings such as the Gardening Club and History Society fall on an evening when there is no skittles match does the CBB bar need to be open? AT confirmed that each event is happy to pay corkage which would remove the need for CBB to be open. It was proposed to charge each event corkage £25 to £30, if they wished to supply their own wine. Concept approved by the Committee (figures TBC).	**NiC**
3.2	**Events** a. There is to be a Halloween disco for children on 31/10/2025. SP and LH will liaise regarding its organisation. b. SP is organising a Christmas Jumper skittles evening. More details to follow. c. Vincie Abbott is organising a Christmas crib service d. CBB will be open 11am-2pm on Christmas Day. SP advised it is a very popular event and always busy. NiC offered a donation of anything SP might find useful for the buffet if it is needed. e. CBB is hosting a New Year's Eve disco.	**SP/LH** **SP**
3.2	**Rentals** a. AT has provided a moveable Disabled Parking sign. Food Truck Traders have been asked to put it in place as part of their set up. b. LH to lead on CVH's presence on social media. She will work with JaC on content. c. Concerns have been raised over the impact of the new cancellation policy. Presently hirers, unable to commit to the cancellation policy, will have to accept that their slot is not secured until booked. KG will liaise with regular hirers to review this. Afternote: further hirers raised their concerns with JM, a proposal was made to allow Regulars three no-cost cancellations per year for unpredicted situations, KG to review this. d. There have been comments regarding the new cancellation policy from Sarah Dorrington. JM will communicate with her and confirm that CVHMC are liaising directly with the hirer regarding this. **e.** JM explained the rationale behind the proposed corporate hire package charges which had been shared in advance. They were based on the standard rates already in place, with a £25 discount for any 4 hour package. The one change was the standard rate CBB hire charge (bar	**KG**

	closed) which was out of line with the Edwards Room and didn't reflect the clean up requirement if hired commercially. The Committee approved the proposals. NiC will forward a copy to JaC for them to be used for bookings from 1/11/2025. **f.** The corporate hire document will have the links added by the Webmaster and once completed it will be added to the website. The next step will be to "test drive" the new corporate packages with some potential hirers. Afternote: This will be discussed at the next meeting, once the revised web page and e-flyer are ready to share further.	**NiC** **PC** **NiC**
4	**Buildings and Estate**	
	a. JR to collect the materials and will advise the Thursday Team when they can erect the new noticeboard and neighbour's fence panel. b. KG to remind JaC to update hirers on the use of sticky tape etc. c. A big ash tree branch fell on 4 Oct across the King's Walk and Memorial Garden. Small stuff cleared but will need help from Chainsaw Charlie to clear the bigger branches. d. The Shaftesbury Housing Sewage Treatment Plant soakaway manhole cover is leaking foul water on pump out only 10m from the football pitch. AT is chasing action. e. CVH Sewage Treatment Plant had its 6 monthly service. Cost >£500. f. Thermaglaze have repaired the patio doors. Cost £170. g. Hoover repaired. No cost. h. Gents toilet seat replaced. No cost. i. Fire alarm checks carried out by Dean Stannard of Complete Fire Services on 13 Oct. All satisfactory. Cost £84. j. The Team have started redecoration of the Hall. There will be some materials costs.	**JR** **KG/JaC**
5	**Committee Administration**	
	a. There has been a small improvement in responses to emails but not as much as would have been helpful. NiC asked again if emails, wherever possible, could be responded to in a timely manner. b. NiC requested that when documents are sent to her that need her input they are prepared within CVH's Microsoft 365. The limitations of it being an online version rather than a desktop version make amendments to documents difficult and in some cases not possible if they are sent to her as an attachment that has been prepared outside of CVH's Microsoft 365. JM will investigate this with NiC to see if there is a way to overcome this.	**All** **JM/NiC**
6	**Parish Council Update**	
	a. From NC: I have revisited the issue of funding for the deterrent to travellers i.e. bollards and can confirm that there is not money in the budget for this additional item. There was also a request for a statement/reasoning that can be given to members of the public who query the need or design option. b. NC reported that there had been discussion at a recent PC meeting about why the village hall is struggling financially and what is being done to	

	remedy this. JM noted that he and JC had addressed this point in detail at CVH's community meeting and subsequently, in person at a PC meeting. The situation had not changed. If necessary, JM was prepared to explain the situation again to the PC, but NC was requested to investigate this first and for KG to refer those with concerns to the relevant minutes of the PC meeting and the CVHMC Community Meeting on the website https://codfordvillage.org.uk/village-hall-committee.	**NC/KG**
7	**Development Project**	
	a. Don Bartlett is leading on two grant applications: a major National Lottery grant for the main project and a second one for the Community Workshop.	
8	**HR Updates**	
	a. JM/SP/NC will meet with to agree taking forward the 3 outstanding staff appraisals for 2024/2025.	**JM**
9	**Any Other Business**	
	a. NiC confirmed that WVHA have booked CVH for their Spring Networking Event in March 2026, more details will follow nearer the time. b. KG advised that the PC have been successful in obtaining grants for two projects at CVH: • A grant of £14,200.00 from the National Lottery Community Fund to erect a Traverse Tower climbing wall in the grounds of CVH. KG was conscious that CVHMC wasn't consulted before but the opportunity to bid came with a very short window and success was a surprise. The Committee congratulated KG on obtaining the grant, but required more information before being able to confirm a location for the installation. Actions: KG to obtain and share drawings and photographs of the proposed wall, see if a visit to view a wall already in place was feasible, and arrange a site visit to CVH by the company with AT and CG present to ensure any proposed location is suitable. • A grant of £2,812.00 from Scottish and Southern Electricity Networks' Powering Communities Towards Net Zero Resilience Fund. This is to purchase resilience equipment for the Codford community Emergency Contact Hub (based at CVH). Actions: CG to assist KG identify items required for storage at CVH. All to provide any suggestions for suitable equipment to CG. c. KG requested permission to apply for a grant towards the Kings Walk. It was agreed that this sounded a good idea but more information was needed by AT, on the scope of the grant, to decide how to target it. Action KG to provide further information and agree a plan with AT. d. JR raised the issue of teenagers using the playpark inappropriately and asked for advice on how to prevent this. It was proposed and approved	**KG** **CG** **All** **KG/AT**

	that the age limit to use the playpark to be reduced to Under 12 years old and that the signs would be updated to indicate that the playpark can only be used by those under 12 years old and that No Smoking or Vaping signs would be added. It was felt this would enable users of the playpark to feel more confident in asking anyone not adhering to the signage to leave the playpark. AT will supply and erect the signs. e. JM was delighted to report that he and Tom Thornton had attended the Wiltshire Community First prize giving event in Devizes to celebrate KG receiving The Arthur Laflin Award as Wiltshire's Volunteer of the Year for Wiltshire. Everyone agreed this was well deserved and passed on their congratulations.	**AT**

Meeting closed at 9.35pm

Recorded by Nicky Cornock