



CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES
19th MARCH 2026

<p>Trustees Present:</p> <p>John Curtis JC* Treasurer Nicky Cornock NiC* Secretary Chris Gwynne CG Alec Thomson AT Lysa Hutchings LH Karungi Grant KG Jamie Rideout JR</p> <p>* Indicates also CBB Director</p>	<p>Apologies/Absent:</p> <p>John McIntosh JM* Chair Sarah Palmer SP</p> <p>Present:</p> <p>Jim Bullock JM</p>
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ITEM	POINTS COVERED	ACTION
1	<p>Introduction</p> <ul style="list-style-type: none"> a. JC welcomed Jim Bullock to the meeting. Jim has taken on the role of Contract Manager to assist JC with all CVH contracts, eg utility bills etc. b. Matters arising specific to any agenda item are shown in the appropriate section below. c. The minutes from the meeting held on the 19th February 2026 were approved. d. In the absence of JM the meeting was chaired by JC. 	
2	<p>Financial Report</p> <ul style="list-style-type: none"> a. KG to confirm corkage charge added to booking hub. Ongoing b. The Wessex Internet cable has been laid. WI have trimmed the damaged area of hedging however the gap in the hedge still needs to be made good. To avoid further delay in rectifying the damage AT to purchase the necessary hedging and invoice WI for reimbursement to CVH for the cost. c. The WI connection has still not been completed. JM to deal with this on his return. d. CVH and CBB management accounts for the period to the end of February were emailed to trustees and committee members. e. JC is working on the 2026/2027 budgets for CBB and CVH. There will be increases to expenditure due to a number of factors, eg an increase to the minimum wage, a rise in the cost of stock etc. JC advised that budgets need to show break-even as a minimum. 	<p>AT</p> <p>JM</p>
3	Trading, Events and Rentals	
3.1	Bar Manager's Report	

	<ul style="list-style-type: none"> a. Monthly activity and takings: February takings finished up on January and up on February 2025. b. Bar Events/Support: Ploughman’s lunch (7th Feb), Wake (13th Feb), Winter Warmer (14th Feb), Gardening Club & Skittles (18th Feb), Skittles (25th Feb), Football & Quiz Night (28th Feb), 6 Nations Rugby showing on the big screen c. Bar Support to Upcoming Events: Scouts games evening (supplied the soft drinks for the scouts), Skittles, Christening, 6 Nations Rugby, Winter Warmer, Gardening Club, Wake, Football, Quiz Night d. Any equipment or building issues: Thank you to Alec & team for sorting the leaking roof and replacing the damaged tile in the bar area. Also thanks to Alec for fixing the broken floor tile on the skittle alley e. Any other business: I have put a “Polite Notice” on the bar door so hopefully this will deter people from entering the bar without first obtaining the attention of the member of staff that is on duty 	
<p>3.2</p>	<p>Events</p> <ul style="list-style-type: none"> a. The WVHA Networking Event on Tuesday 17/03/2006 was very successful. JC thanked NiC for helping with the organisation and AT and his helpers for the set-up and take-down of the hall. NiC to ask WVHA for any photographs they have of the event. After meeting note: Photographs received and added to CVH website. b. The Car Boot Sale on Sunday 22/03/2026 was discussed. KG confirmed volunteers are needed to manage the event from 7.00am. KG will meet with AT to discuss managing the location of sellers vehicles on the field and management of the entrances during the event. Ongoing c. LH reported the Easter event is all in hand. 100 Easter eggs have been donated. The purchase of 100 eggs had been planned and it was approved that if there are surplus eggs they would be donated to the children’s ward at Salisbury District Hospital. Easter biscuits are being donated. An Easter Bunny will be on site. 	
<p>3.3</p>	<p>Rentals</p> <ul style="list-style-type: none"> a. The amendments to the Terms of Hire document were completed and emailed to trustees and committee members for comment and/or amendment. The document was approved. It will be uploaded to the website and booking hub to be effective from 1st April 2026. After meeting note: Document added to website b. The amendments to the Hire Rates document were completed and emailed to trustees and committee members for comment and/or amendment. The document was approved. It will be uploaded to the website and booking hub to be effective from 1st April 2026. After meeting note: Document added to website c. LH will liaise with JR for advice on adding non-business events to Facebook. There may be an opportunity to 	

	subscribe to FB for a fee of approx. £3 to £4 per month. LH will investigate further and update the committee with her findings.	
4	<p>Buildings and Estates</p> <ul style="list-style-type: none"> a. The storage heater section of the heater in the Edwards Room works but the fan section does not. AT will investigate the heater further but if it cannot be repaired a spend of £160.00 was approved for replacement heater. CG will look into this further in 6 months' time ready for the Winter season. b. Some of the items for the new noticeboard have been delivered to CVH. Outstanding items will be delivered by JR and noticeboard erected once everything is available. Ongoing c. AT has attempted a repair of the back bar roller shutter but is unable to do so. LH will ask her husband to inspect it and advise if he is able to repair it. Ongoing d. Decoration of Main Hall and Edwards Room completed. e. Leaking Roof sealed and new ceiling panels fitted in the Bar. It was noted that the roof has deteriorated further and even the edge repair coatings are corroding through. f. Leaks repaired in the Ladies Toilet. New flush pipes fitted. g. Skittles floor tiles wearing at the edges. Repair made to broken tile. It was suggested that AT obtain a quote for a new floor in readiness for when/if the floor needs replacing as the skittle alley brings in income for CBB. h. Bonfire to tidy up willow cuttings from coppicing. i. Tennis Court nets are well installed but for some reason the contractor has not made good around the bases of the posts. They have also not removed various lumps of concrete. This spoils what would otherwise be a good job. The volunteers will attend to this soon. j. The sewage treatment plant 6 monthly service has been done. No serious issues. k. The Highways have granted £9115.00 towards the Community Workshop. Both Electricians quotes were satisfactory and similar. As long as both can do the job in time we will choose the cheapest. AT will apply to the Warminster Area Board for a grant to cover the cost of a container. l. CG advised that following advice from the Bobbyvan Trust a new keysafe is needed for the entrance to the Main Hall. Cost will be approx.. £60.00. Approval was given for AT/CG to purchase and install it. m. The door from the main hall to the bar has a sign which indicates it is a fire door and should remain closed. The door does not have an automatic closure or fire door hinges therefore does not close automatically and stays open if the door is used. At the next fire alarm test AT will check with the person conducting the test if the door is a fire door. If it is a new door will be needed, if it isn't the sign can be removed from the door. 	<p>AT</p> <p>AT</p> <p>AT/CG</p> <p>AT</p>
5	Committee Administration	

	<ul style="list-style-type: none"> a. NiC advised the wedding brochure is being updated with the new cancellation and security deposit information. When complete it will be uploaded to the CVH website. After meeting note: amendments made and new document uploaded to website. b. NiC advised the Corporate Package document has had the cancellation and security deposit information added to it. It has been uploaded to the CVH website and sent to the bookings clerk. c. Emails to hirers of CVH confirming their hire has been approved indicate they should view “important information” before the start of their hire. There are no instructions in the email on where or how to find the document. There is a document on CVH OneDrive which would be appropriate but requires some amendments. NiC will amend the document and email it to the booking clerk with the request that it is added to the documents drop down menu in the booking hub. The booking clerk will be asked to amend the wording in the approval email to advise hirers that the Terms of Hire and Important Information documents can be found by clicking on the documents drop down menu in the booking hub. After meeting note: document sent to bookings clerk. She has passed on her amendments. NiC will finalise it to enable it to be added to the booking hub and the email response to hirers will be amended. Ongoing 	
<p>6</p>	<p>Parish Council</p> <p>Nothing to report.</p>	
<p>7</p>	<p>Development Project</p> <p>Nothing further to report.</p>	
<p>8</p>	<p>HR Updates</p> <ul style="list-style-type: none"> a. Staff Appraisals have been completed. JC will forward them to NiC for record keeping. After meeting report: all appraisals completed and documentation received from JM. b. It was agreed that SAs for the current year are now due and that they will take place at the appropriate time. After meeting note from JM: for all staff mid-period discussions will be held in September each year starting in 2026. The next annual appraisals will be conducted in March 2027 and thereafter annually in March each year. 	

