

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES
20th November 2025

<p>Trustees Present:</p> <p>John McInotsh JM* Chair John Curtis JC* Treasurer Nicky Cornock NiC* Secretary Alec Thomson AT Jamie Rideout JR Karungi Grant KG Sara Palmer SP</p>	<p>Apologies/Absent:</p> <p>Lysa Hutchings LH</p> <p>In attendance:</p> <p>Chris Gwynne</p>
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ITEM	POINTS COVERED	ACTION
1	<p>Introduction</p> <p>a. Matters arising specific to any agenda item are shown in the appropriate section below.</p> <p>b. The minutes from the meeting held on the 18th October 2025 were approved and accepted.</p>	
2	<p>Financial Report</p> <p>a. Corkage charges for the History Society and Gardening Club still to be confirmed as being £25.00 per meeting, if CBB is closed, to remove the need for the bar to be staffed. JC/SP will check if this is correct.</p> <p>b. It was agreed to spend £2,300 to purchase a new floor cleaner. AT will obtain up-to-date costings including for a new hoover. SP will confirm the requirement with Jeanette.</p> <p>c. The Wessex Internet connection was expected to have been arranged by the end of October. JM will seek an update.</p> <p>d. Some food van invoices had not been settled and that JaC was looking into why. It was agreed that further bookings should not be accepted from those outstanding until their outstanding invoices were settled.</p> <p>e. It was agreed that the fee for the Winter Warmer hire should remain at £15.00 each session.</p> <p>f. KG to confirm to JaC that if she has a query with any hire charges, she should seek direction from KG or JC before raising an invoice for the hire.</p>	JC/SP AT SP JM JaC KG
3	Trading, Events and Rentals	
3.1	Bar Manger's' Report	

	<ul style="list-style-type: none"> a. October was a better month compared to September but quieter than October last year. Regular activities for coming months include quizzes, Winter Warmers and football. b. A successful children's Halloween Disco was held and positive feedback received. It is already in the calendar for next year. c. There will be a Curry and Quiz night and there is a wake on Friday 28th November. d. AT will retrieve Bar curtains and SP's England Rugby flag from the Craft Loft. SP has sourced new gliders for the existing rails and will rehang the curtains. e. AT to inspect the casing for the Edwards Room roller shutter damaged in the break-in. f. Request made to anybody placing other waste in the skip needs to leave space for bar waste too and avoid filling it completely. g. Martyn Spratt's proposal to locate a trophy cabinet in CBB was approved. It will be sited alongside the jukebox. JM will inform MS. h. AT will provide cones for staff to put in place to prevent vehicles parking in front of the cellar doors, SP will monitor the situation. 	JM AT SP
3.2	<p>Events</p> <ul style="list-style-type: none"> a. SP/JR will meet to discuss a Christmas jumper skittles evening. b. SP to contact LH over ideas for future events post-Christmas. c. JR to contact the auctioneers at East Farm to follow up on their previous suggestion to potentially use CVH to hold a community fund-raising auction. d. JM asked for as many as possible to attend the Winter Warmer on the 6 Dec 25 as proceeds were being donated to CVH. e. JR will pass on the contact details for Landmarc to JM. 	SP/JR SP/LH JR JR
3.3	<p>Rentals</p> <ul style="list-style-type: none"> a. There has been no response from the hirer who had raised concerns about the impact of the new cancellation policy. KG to follow up. b. JM will contact local businesses regarding the new corporate hire package. 	KG JM
4	<p>Buildings and Estates</p> <ul style="list-style-type: none"> a. JR to provide materials for the new notice board and fence panel, when transport is available. b. The Lappset climbing frame has been erected. The surface is a plastic grid through which the grass will grow. AT confirmed that no safety notices are required. 	JR

	<p>c. The rectification electrical work arising from the survey has been carried out by Nigel Charteris and AT. All the Bar heaters are now on a common timer. Various poor earthing connections have been made good. The survey report is now "Satisfactory". Cost was £284 against an estimate of £320. (<i>Post Mtg note. The fan heater in the Edwards Room is U/S.</i>).</p> <p>d. Loft insulation has been fitted to one part of the Craft Loft outer wall at no cost. There is enough insulation material to do more. AT was thanked for obtaining the materials, kindly donated by Brendan Smith, and for the Maint Team for doing this work.</p> <p>e. The application for a £5K Electrical Safety First grant was unsuccessful.</p> <p>f. The Maint Team have cleared a big ash tree branch which fell across the King's Walk. The remaining tree is unstable and the Council and Highways have been contacted to fell it.</p> <p>g. A first coat of emulsion has been applied to the Main Hall. It is planned to get it finished by end year. JM thanked CG for donating the paint.</p> <p>h. It was agreed that the window in the door, between the Edwards Room and corridor, needs a removable cover. CG recommended a blind. As a temporary measure paper will be used when necessary.</p>	
5	<p>Committee Administration</p> <p>a. JM was sad to announce that Niki Carpenter had decided to stand down as a trustee due to her many other commitments. Her two years service to the Charity was much appreciated and her contribution will be missed, all agreed. Her departure also leaves the role of CVH Contracts Manager vacant, anyone potentially interested in helping out with that role is requested to speak to JC about it.</p> <p>b. NiC to send out an email with details of the Spring WVHA Networking event which is being held in CVH on the 17th March 2026 from 1pm to 3:30pm. All trustees would be welcome to join in.</p>	<p>All</p> <p>NiC</p>
6	<p>Parish Council</p> <p>a. NC's resignation leaves CVH without a parish councillor / trustee liaison link. JM had discussed this with the PC Chair and had agreed that KG be requested to do this as an interim measure, with JM being prepared to brief the PC if required. KG agreed that she would. JM noted that any formally appointed representative of the PC would be expected to become a CVH trustee.</p> <p>b. JM had spoken to the PC Chair about a query raised by two councillors on what involvement CVHMC members had in fundraising for the Charity. JM was</p>	

	confident that Tom had a good understanding of the many such efforts of the volunteers and KG was prepared to explain this further if required.	KG
7	Development Project a. Revision 3 of the National Heritage Lottery bid has been completed. Ongoing.	
8	HR Updates a. SP has the staff appraisal forms and will give them to staff to complete. Once completed she will set dates for them to be completed by the December 2025 CVHMC meeting.	SP
9	Any Other Business a. CG had produced a list of proposed items for the Emergency Hub. Where possible, they would be dual use to ensure that they were regularly checked and maintained. <i>Post meeting note: CG has emailed list of items to Committee members.</i> b. JM identified expertise on the CVHMC in contingency planning. KG would offer the possibility of CVH support for a joint run-through exercise to the PC members responsible. c. The Wessex Internet pole had been mislocated by their sub-contractors, however, it was still on CVH land. WI had subsequently contacted the immediate neighbours affected. SP confirmed this and agreed that the damage to the hedge they'd created was unfortunate but would not now be rectified by the pole being relocated. d. It was agreed that there was no formal requirement for CVH to have a qualified first aider, but it would be useful. CG/NiC and KG to check if they were still certified. CG will compile a log of first aid kits and check their contents to ensure they are fit for purpose and arrange with AT to use the maintenance float to order any items that need replacing. e. NiC will create signs advising what hirers should do in the event of a medical emergency. f. NiC to investigate the availability of a Bleed Kits for CVH.	KG CG/NiC/KG NiC NiC

Meeting closed at 9.40pm

Recorded by Nicky Cornock

Published by Chairman