CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES
17th SEPTEMBER 2026

Trustees Present:	**Apologies/Absent:**
John McIntosh* Chair John Curtis JC* Treasurer Nicky Cornock NC*Secretary Chris Gwynne CG Karungi Grant KG Lysa Hutchings LH *Indicates also CBB Director	Jamie Rideout JR Sarah Palmer SP **In attendance:** Jim Bullock JB

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 15th August 2026 were approved.	
2	**Financial Report** a. The CVH and CBB Management Accounts and CBB management accounts for August 2026 were forwarded to trustees and committee members. b. JC has passed maintenance team cash float to CG. CG to confirm receipt of funds. c. JC confirmed details of energy contracts available to CVH via Utility Aid. Our preference is to avoid online-only accounts. British Gas are the preferred provider. The proposal is to deal directly with BG to enable CVH to take advantage of the 7% discount they are offering rather than pay UA 7% for managing the account. Proposal approved. JC/JB to manage the change. JM thanked JC and JB for their work on this. d. All work relating to Companies House has been completed. e. The annual accounts are almost complete and all queries have been answered. The AGM can now be scheduled for 15/10/2026. f. CG to return all remaining BT equipment. SP has purchased a new 01985 phone for CBB which is working. g. An Android mobile phone is needed for the booking clerk as the current iphone is not fit for purpose. Calls are being missed due to connectivity issues which will not be an issue with an Android phone. Several offers of a donated phone were received. JM/JB will investigate if they are suitable. If they are costings to terminate the existing contract with EE and replace	**CG** **JC/JB** **CG** **JM/JB** **JC**

	it with a SIM only option will be explored h. SP confirmed that CBB can only broadcast sport via the terrestrial system as alternatives, such as Sky TV, are expensive and not cost effective. She will forward details of key sporting events to be featured in CBB to LH and Web Admin to ensure maximum publicity. SP will investigate other options, e.g. TNT just in case there is a cost-effective option.	**SP**
3.1	**Bar Managers' Report** No report.	
3.2	**Events** a. Banners for the Car Boot Sales (CBS) have been purchased and erected on the A36. b. CBS are easy to manage as only 2 volunteers are required to assist. c. An anonymous donation was received, to cover sellers fees on the last event, from a supporter who felt CBS are a positive community activity that should be encouraged. d. KG will add CVH events to the online Nextdoor system and liaise with LH to facilitate it. e. The Screen on the Green Event was a success. It was organised by Kevin Dorrington (KD) and Stuart Creasey with assistance from JR on the day. KD have obtained significant sponsorship which covered the majority of the expenses. It is hoped that this will become an annual event going forward. KG suggested that next year it could work well linking it to the fete. She will pass on her thoughts to JR and KD.	**KG**
3.3	**Hiring and Rentals** a. An issue has arisen with a regular hirer over cancellations and refunds. KG will engage with her over this. b. KG/NC will review the current wording of the Rental T&Cs, to remove ambiguity, and share a revised draft prior to the October CVHMC meeting, to enable changes to be approved. c. JC requested that invoices for bookings are sent when the confirmation email is sent out. *After meeting note: Booking Clerk will ensure this is done.*	**KG** **NC/KG**
4	**Building and Estates** a. CBB will need a new glass washing machine as the current one is not working efficiently. CG advised the new machine will need. He will investigate costings to include a maintenance contract, and report his findings to the committee. b. The rear CBB Fire Exit ramp is still work in progress. c. A WhatsApp group will be set up to provide staff, volunteers and hirers with contact details to rectify maintenance problems. The booking clerk has agreed to be the initial point of contact JM	**CG** **CG** **JM**

	will draft a policy and share it with JC and CG prior to final approval by the Committee. d. The paperwork in the store which will eventually be used as the metal workshop will be moved to the loft ready for sorting and either disposing or keeping. NC offered to help with the review. e. The Thursday team are unable to repair the bar shutter. JB will arrange a date and time with JM and MH to investigate and attempt a repair, if they can't CG will instruct a contractor. f. The locks on the Main Hall door and the CBB door have been replaced. NC will prepare a log of keys, locations, keyholders and key safe codes. g. The alarm code for CBB has been compromised and needs to be changed and shared with approved users. h. The manhole cover in the corridor needs an Allen key to enable its removal. The Thursday Team (2 people) should then be able to remove it JB will confirm the size required and CG will purchase one and complete the work. The manhole may, at some point, need to be replaced with one which offers easier access. i. JB confirmed that a one flush siphon (one that is able to isolate the short flush option of a dual flush system) is required for the disabled toilet. He will purchase one and replace it. j. CG advised all toilet bowls are heavily scaled and will, in time, require replacing to prevent problems. k. To enable the correct external socket for food trucks CG needs to know how they power their unit if the need mains power. NC will check with them.	**JM/JB** **NC** **CG** **JB/CG** **JB** **NC**
5	**Committee Administration** a. CBB booking forms have been removed from the noticeboard as they are no longer required.	
5	**Parish Council** a. Someone has reported a tripping hazard, via the PC, where the car park meets the patio is not flush. The Thursday Team will paint the area yellow to alert pedestrians to the area. Ongoing b. The Parish Council have agreed they will fund the 01985 phone line. JC will confirm the cost to the Parish Clerk.	**CG** **JC**

~~6~~	**Community Workshop** a. A ramp is needed for the tractor shed to allow safe access for machinery. Ongoing b. The plan is for the initial opening hours to be every Saturday in November 2026 and then to increase when more details are available regarding volunteers and membership. c. The launch event for the formal handover of the facility will be held on the 10th October 2026. Representatives of those who have donated and/or awarded grants will be invited. JB and CG will take photographs. LH and CG will discuss publicising the launch.	**LH/CG**
7	**Any Other Business** a. CVH Noticeboard. All materials are on site. The area where the posts will be erected needs to be checked for underground cables etc. JB will hire a tester and if the area is clear the noticeboard will be erected. b. NC has checked the Accident Record book. The first entry is 2022 and it needs to be retained for 7 years. She will store it with the other CVH paperwork she holds. c. KG prepared a presentation proposing the options to install a parcel locker on site at CVH. YEEP and Inpost were discussed. Approval was given for YEEP to be installed as it was smaller and a self-contained unit. KG will advise Inpost that CVH will not be pursuing their option and contact YEEP to arrange installation. d. NC has received confirmation from Wylye Valley Voices that the plaque in the Main Hall to commemorate Andrew Forbes-Lane is ready to be installed. She is meeting with them on 15/10/2026 to agree a location etc with the Thursday Team. There will not be an official unveiling. e. NC requested information on the CVH alcohol/entertainment licence dates as there had been a query regarding this via the booking clerk. JC confirmed that licence is renewed annually but no hard copy is provided. The hard copy on the noticeboard has the reference number if anyone needs it and they can check the licence details online. NC will advise the booking clerk. *After meeting note: Booking Clerk advised* f. JM advised that the process with the Land Registry has Changed, necessitating new forms to be completed and witnessed. g. Installation of protective access measures for CVH. MH will measure the space and advise JM what materials are needed.	**JB** **KG** **NC** **JM** **JM/MH**

Meeting Closed at 9.50pm Recorded by: Secretary - Published by: Chairman