

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES**  
**18<sup>th</sup> December 2025**

<p><b>Trustees Present:</b></p> <p>John McInotsh JM* Chair      John Curtis JC* Treasurer      Nicky Cornock NiC* Secretary      Alec Thomson AT      Chris Gwynne      Karungi Grant KG      Sara Palmer SP</p> <p>* Indicates also CBB Director</p>	<p><b>Apologies/Absent:</b></p> <p>Lysa Hutchings LH      Jamie Rideout JR</p> <p><b>In attendance:</b></p>
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<b>ITEM</b>	<b>POINTS COVERED</b>	<b>ACTION</b>
<b>1</b>	<b>Introduction</b> <ul style="list-style-type: none"> <li>a. Matters arising specific to any agenda item are shown in the appropriate section below.</li> <li>b. The minutes from the meeting held on the 20<sup>th</sup> November 2025 were approved and accepted.</li> </ul>	
<b>2</b>	<b>Financial Report</b> <ul style="list-style-type: none"> <li>a. Corkage charges, if CBB is closed, are confirmed as being £25.00 per meeting. JC will advise the GC.</li> <li>b. An explanation of the corkage charge to be added to the booking hub.</li> <li>c. A new floor cleaner and hoover have been purchased. Training has taken place. The supplier disposed of the old equipment.</li> <li>d. The Wessex Internet connection is expected to have been completed by mid-January 2026.</li> <li>e. All food van invoices had now been settled.</li> <li>f. CVH and CBB Combined Management Accounts were emailed to trustees and committee members.</li> </ul>	JC KG  JM
<b>3</b>	<b>Trading, Events and Rentals</b>	
<b>3.1</b>	<b>Bar Manager's Report</b> <ul style="list-style-type: none"> <li>a. SP will retrieve Bar curtains and SP's England Rugby flag from the Craft Loft and will rehang the curtains.</li> <li>b. AT to inspect the casing for the Edwards Room roller shutter damaged in the break-in.</li> <li>c. The cones put in place to prevent vehicles parking in front of the cellar doors appear to be successful.</li> </ul>	AT

	<p>d. Monthly activity and takings: Curry and Quiz night on 21st November, wake on Friday 28th November.</p> <p>e. Bar Events/Support: Winter Warmer, Quizzes are still taking place on the last Saturday of the month. Football matches have taken place.</p> <p>f. Bar Support to Upcoming Events: Gardening Club/History Society (if they are on a Wednesday when we have skittles otherwise we will not open), football, Winter Warmer and regular monthly quizzes.</p> <p>g. Christmas Meat Raffle 12th December, Christmas Raffle 19th December, Scratch Card Raffle, Crib Celebration and VH Raffle on Christmas Eve.</p>	
<b>3.2</b>	<p><b>Events</b></p> <p>a. 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.</p> <p>b. SP will add all CBB events from 01/01/2026 to the booking calendar</p> <p>c. KG has put together a Car Boot Sale programme for 2026. Committee approval was given for them with the pitch fee set at £10.00. KG will investigate bringing in food and drink suppliers to support the event.</p>	JR  SP  KG
<b>3.3</b>	<p><b>Rentals</b></p> <p>a. Cozy Kitchen have requested booking and paying for 12 months in advance. Agreed they be advised they can and that the cancellation policy and fees are being reviewed in the 2026/2027 financial year.</p> <p>b. JM to meet with the Badminton Club discuss cancellation charges.</p> <p>c. There is a wedding booked for August 2026. KG will check with JaC that the correct rate has been quoted.</p> <p>d. There has been a query raised regarding dogs in CVH. It was agreed that, apart from the Bar, only service dogs would normally be allowed. Signs will be put up to advise this.</p> <p>e. There are no food truck bookings for 2026. KG will check with JaC why this is.</p>	KG  JM  KG  NiC  KG
<b>4</b>	<p><b>Buildings and Estates</b></p> <p>a. Progress on the CVH Notice Board awaiting delivery of the component parts.</p> <p>b. The multi-wash floor cleaner and rechargeable vacuum cleaner were delivered by ICE on 15 Dec 25. The vacuum cleaner will be kept in the electricity room where a socket has been made available. The old multi-wash floor cleaner has been disposed of.</p> <p>c. The damaged carpet strip in the Bar has been replaced.</p>	JR

	<p>d. Two cork notice boards have been fitted and it is planned to fit 2 more. Sticking notices to painted plaster with Sellotape or bluetack is not acceptable.</p> <p>e. One of the charity clothes bins has been removed.</p> <p>f. The fan section of the storage heater in the Edwards Room is not working and a fan heater has been loaned. A replacement heater was discussed which will be looked into further when the outcome of the Development Project grant applications are known. CG will investigate the heater suggested. NiC will forward the details to CG who will advise if energy costs could be reduced by replacing the fan heater.</p> <p>g. The painting in the Main Hall needs one more man day to get it finished. Enthusiasm to paint the Edwards Room is currently at a low level.</p> <p>h. A second key safe has been put up for the Patio Doors keys. Same combination. The missing padlock key for the Cellar has been replaced.</p> <p>i. The outside drains were badly blocked with Autumn leaves and have been cleared.</p> <p>j. The Committee agreed to the installation of an outside tap. AT will action - minimal cost.</p> <p>k. The PC Notice Board has been moved from New Road Service Station to the Craft Loft in preparation for refurbishment and installation near the Community Bookstop. Any costs will be covered by the PC.</p> <p>l. Christmas lights have been put up over the Tractor Shed and alongside the High Street, with electricity kindly provided by Lysa and Matt Hutchings.</p>	NiC/CG
5	<p><b>Committee Administration</b></p> <p>a. With NC's departure, the role of Contracts Manager, to support the Treasurer, is vacant. Anyone who feels they may assist is encouraged to discuss this with JC.</p> <p>b. NiC advised that although there had been an improvement in responses to emails more is needed. It was agreed that if an email related to voting on a proposal a "please reply by" date would be added to the email. If no email response was received by that date it would be taken as agreement with the proposal. If necessary, all agreed that NiC would call the person concerned for their vote. All other emails will not receive further communication from the secretary unless specific information is needed. It was requested that committee members and trustees set up an Out of Office instruction if they are likely to be away for a prolonged period of time. NiC will forward instructions on how to do this.</p>	All
6	<b>Parish Council</b>	All/NiC

	No report received	
7	<p><b>Development Project</b></p> <ul style="list-style-type: none"> <li>a. DB is awaiting comments regarding the National Heritage Lottery bid he is preparing. A meeting is needed to finalise the bid. DB will advise the date.</li> <li>b. DB has had a meeting with a potential funder for the Community Workshop. Report to follow.</li> </ul>	DB DB
8	<p><b>HR Updates</b></p> <ul style="list-style-type: none"> <li>a. SP to complete staff appraisals during the first week of January 2026. NC is still supporting her with this.</li> </ul>	SP
9	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>a. KG to ask PC for an Emergency Plan run through date, a test of all equipment held in the Emergency Hub and to name a lead POC.</li> <li>b. CG has checked all First Aid kits. SP will ensure they are topped up as and when necessary.</li> <li>c. CG/NiC and KG no longer have up-to-date First Aid certification. NiC advised St John Ambulance offer free training. She will investigate further and liaise with StJA to explore the possibility of a training day and who could/should be invited to attend.</li> <li>d. NiC advised Bleed Kits are no longer available free of charge. As they are a Community Asset not a CVH Asset she will forward details to the PC for their consideration to fund a kit and confirm CVH are happy for it to be located on CVH.</li> <li>e. JM will thank the Fete Committee for the Winter Warmer donation of £242.00.</li> <li>f. SP asked for information on the heaters in the main hall to enable them to be turned off by CBB staff if hirers leave them on. She has the information and will ensure all CBB have it. In future the information will form part of CBB staff inductions.</li> <li>g. Hirers will be advised of the need to turn off heaters on leaving CVH.</li> <li>h. The T&amp;Cs of hire need to be checked and if the information regarding heaters is missing it needs to be added.</li> <li>i. A sign will be put on the exit doors to remind users to turn off the heaters.</li> <li>j. NiC advised her laminator has failed and a new one is required at a cost of £15.00. The committee approved the purchase.</li> <li>k. AT is investigating the purchase of a used shipping container for storage purposes.</li> <li>l. KG to investigate making toilets available to users of the play park in daylight hours.</li> </ul>	KG NiC NiC JM SP KG NiC NiC

	m. KG to review the success of the CVH Christmas Raffle to see if it could be expanded in future. JM thanked her for her work on it.	KG KG
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Meeting closed at 9.35pm

Recorded by Nicky Cornock

Published by Chairman