

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES

19th June 2025

Trustees Present: John McIntosh JM* Chair Don Bartlett DB* Vice Chair John Curtis JC* Treasurer Nicky Cornock NiC* Secretary Karungi Grant KG Sarah Palmer SP * Indicates also CBB Director	Apologies/Absent: Lysa Hutchings LH Niki Carpenter NC Alec Thomson AT Jamie Rideout JR
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ITEM	POINTS COVERED	ACTION
1.	Introduction The minutes from the meeting held on the 15th May 2025 were approved and accepted. Matters arising specific to any agenda item are shown in the appropriate section below.	
2	Booking Hub a. JC will continue to finalise the amendments. Closed b. JC to add a link on the home page to the hire rates document. Closed c. Items for hire not on Booking Hub (e.g. the playing field, kitchen equipment etc) to be listed on the website by the 1 July. <i>After note - Action complete.</i> d. All existing bookings to be entered on the BC. <i>After note - Action complete.</i>	
3	Financial Report a. The Treasurer referred to the draft financial budget for the year 2025-2026, a copy of which had previously been circulated to the trustees, and proposed that the budget is formally approved and that CVH is a going concern for the coming year - the Trustees were unanimous in their agreement to this b. NC sourcing a short version of insurance cover. Ongoing c. FY 24/25I reports were emailed to trustees asking for their acceptance. No comments received so accounts approved. d. Income and expenditure for CVH and CBB indicate both are a going concern. e. CBB budgets have been discussed with SP. Reduced opening hours having a positive effect on costs. f. JC confirmed he had received an anonymous donation of £1,000 to restricted funds along with a gift aid form. g. CBB and CVH insurances have been renewed.	NC
4.	Trading, Events and Rentals	
4.1	Bar Managers Update	

	<ul style="list-style-type: none"> a. May was a 5-week month, income was better than April but £100 less than previous 5-week month. b. SP to review loss risk of opening on future Bank Holiday Mondays and test likely business when deciding for August. c. Showing sport TV in CBB. NiC to forward information on Amazon Prime Video to SP to consider value versus cost. d. JC has received an email regarding an additional license which may be needed and will advise what it is and if it is needed. 	<p>NiC/SP</p> <p>JC</p>
4.2	<p>Events</p> <ul style="list-style-type: none"> a. JR to review future events being run in CVH to see scope for CVH to generate pitch income from traders. If so, NiC to investigate potential traders. Ongoing b. JR and NiC to have a meeting with Vincie Abbot to discuss the possibility of her assisting with events in 2026. Ongoing c. NiC to share poster asking for volunteers to help with events with SP. After note – Action complete. d. One response to the volunteer poster received so far. 	<p>JR</p> <p>JR/NiC</p> <p>NiC</p>
4.3	<p>Rentals</p> <ul style="list-style-type: none"> a. Risk Assessment added to the booking calendar. Closed b. Google map pin - JaC has raised the request for an edit to Google again. Ongoing c. The link to the online bookings to be added to the Village Hall website. <i>After note: Action complete</i> d. Regular hirers have been e-mailed about new rates. e. Band Practice unsure what they want to do. Ongoing f. Food truck admin has been very time consuming for JaC, hoping this will ease up. Ongoing, NiC advised PC would be happy to take over the administration and advertising of the food trucks, including managing the advertising on the blackboard. KG to liaise with JaC. <i>After note: JaC wishes to continue with administration of the food trucks but would appreciate help with managing the advertising on the blackboard. NiC to liaise with JaC on this.</i> g. An event was booked as a 'family summer party' but was in fact a wedding reception. This led to unplanned costs and pressure on staff. JaC unsure how to prevent this in the future. Additionally, the hirers had breached a number of T&Cs on own alcohol, they use of areas not booked, the condition the hall was left in which incurred additional cleaning, furniture used not stored properly or carefully, and damage was incurred to a panel in the Hall. The Hirer has told the Booking Clerk that she had other priorities to attend to before discussing these matters further. KG will contact hirer about these issues and an invoice to be raised to cover corkage and other costs. h. A discussion followed on whether deposits should be taken to encourage hirers to be more responsible for their event. JC advised that it is not a straightforward process to deal with deposits if they need to be refunded. A decision whether to require a deposit for large functions would be considered once this particular case has been resolved. i. Caterpillars and Wylde Valley school both put the hall poster in their weekly updates to parents last week. 	<p>JaC</p> <p>NiC</p> <p>KG</p>

	<p>j. Jac requested ideas on making the Facebook page more interesting. SP will liaise with JaC and update and “tidy up” the Facebook page as necessary.</p> <p>k. The new photos JaC had arranged for the Booking Hub received positive comments.</p>	SP
5.	<p>Building and Estate</p> <p>a. Blinds in Main Hall. The 2 roller blinds in the main hall need replacing due to wear and tear, The cost will be £140. Decision made to reconsider the requirement later in the year, when, hopefully, funds have been built up.</p> <p>b. Football Dugout. The Dugout kits were delivered on 10 June, assembly and erection has started. They are secured by ground pins. Artificial turf will protect the ground. Martyn Spratt received a £3000 grant from the Codford Bio plant.</p> <p>c. Play area hedges trimmed and see-saw painted.</p> <p>d. Grass Cutting is ongoing.</p> <p>e. Grant Application for Floor Cleaner. The application for £1200 to the Fudge Trust was unsuccessful. We have a donation of £500 from the Thursday Cafe towards the cost. New cost is about £2300. Committee resolved to proceed with purchase of a new cleaner. This appeared an ideal project for another minor grant, but if that was not forthcoming then funds would have to be found. Grant sources to be discussed when AT present. Carry forward to next meeting.</p> <p>f. Rubbish. We empty the various bins every week. There is a lot of rubbish from the food stalls. The main bin, collected by Hills, has been overweight on several occasions. A discussion was had on making food traders responsible for their own waste which could be difficult. There have not been any substantial costs for overweight waste to date. Decision to monitor the situation going forward.</p> <p>g. Wessex Internet. The warning/planning notice to erect a pole is in place. Cost of service to CVH will be £1 per month. JC will advise on which model of booster is needed.</p> <p>h. Water Heater. The Chairman has purchased a new water boiler on e-Bay. This boiler will heat water in the toilets and changing rooms. The Ear Clinic were the first to report on 12 June that they had no Hot Water so AT will get it done before their next session.</p> <p>i. AT has investigated installing a ramp to the smoking area which is also the fire exit at the back of the bar and advises it is necessary to construct a permanent ramp with a right-hand curve. There would be a minor material cost. Ongoing.</p>	<p>AT</p> <p>NiC</p> <p>JC</p> <p>AT</p> <p>AT</p>
6	<p>Committee Administration</p> <p>a. Charity Commission online data has been updated and a tenure list of current trustees has been set up to monitor when trustee re-election is required. Closed</p> <p>b. JM will check CVH Charter to confirm when/if re-election is required. Closed</p> <p>c. NC is now the Parish Council representative on CVHMC.</p>	
7.	<p>Parish Council</p> <p>a. The Parish Council are planning to refurbish the village notice board presently located at Budgens and asked for comments on relocating it to the Village Hall. The decision was that there was no objection to CVH hosting a board but its location needs further consideration as the logic of placing it in area just the other side of the road to the existing board at the entrance to Cherry Orchard was questioned. Ongoing</p>	KG

	<p>b. There is a post on Facebook regarding a climbing wall being erected. KG reassured the trustees that this wasn't a firm plan but being done to see how popular the proposal might be and how it can be funded.</p>	
8.	<p>Refurbishment Project</p> <p>a. Investigations are ongoing to source grants to support the project including a Heritage Lottery grant and an SSEM grant. AT will assist DB with grant applications. JM suggested a reserve list of possible grants is kept which DB will do. Ongoing JC passed on to DB information of a possible additional grant source. DB will investigate further and report findings to the Committee</p>	DB
9.	<p>HR Updates</p> <p>a. KG to conduct JaC's appraisal for 2024/2025 and submit completed form to NiC. Ongoing</p> <p>b. JC to conduct SP's appraisal for 2024/2025 and submit completed form to NiC. Ongoing</p> <p>c. SP and NC to conduct Janine, Aiden and Aaron's appraisals for 2024/2025 and submit completed form to NiC. Ongoing</p>	<p>KG</p> <p>JC</p> <p>SP/NC</p>
10	<p>Any Other Business</p> <p>a. JaC requested a set of keys. SP will have a key to the bar key cut for her.</p> <p>b. JM had received a report of individuals ignoring the rules and exercising dogs around the back of the Hall and on the grounds. Whether the rules could be relaxed was discussed. The Committee decided not to, as a partial change would be difficult to implement and manage. The one exception agreed was the picnic table area outside the bar, which was considered as an outdoor extension of the acceptance of well-behaved dogs in the bar. AT to be requested to review the provision of additional signage. KG will speak to the adjoining holiday cottage owners to ask them to mention the restriction in their information packs. JM will respond to the letter to advise the CVHMC decision.</p>	<p>SP</p> <p>AT KG JM</p>

Recorded by: N Cornock Secretary