

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE**  
**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON FRIDAY 21<sup>ST</sup> JUNE 2019**  
**IN CODFORD VILLAGE SMALL HALL AT 7.30 PM.**

<b>Present from CVHMC:</b>		
John McIntosh	JMc	Chairman
Don Bartlett	DB	Vice Chairman
Phil Dolling	PD	Secretary
Karl Cleife	KC	Treasurer
Murray Mcleod Jones	MMJ	Trustee
Ann Levick	AL	Outgoing Treasurer
<b>Present from the Village :</b>		
Susan Poolman	David Peters	Stuart Creasey
Alec Thomson	Pam Coward	Ruth Foster
John Foster	Iain Cameron	Tessa Cameron
Crispin Edmonds	Mike Read	Evelyn Read
Karungi Grant	Tom Topham	Stuart Creasey
Eve Topham	Steph Nielson-Hunt	Vincie Abbott
BJ Abbott		
<b>Apologies:</b>		
Cllr Beagley	Cllr Mitchell	Cllr Rennie
John Wyeth		

Item		Action
1	<b>Welcome:</b> The Chairman welcomed villagers and committee members to the meeting and thanked all those who attended.	
2	<b>Minutes of Last AGM 29<sup>th</sup> June 2018:</b> Hard copies of the 2018 AGM were available. The Minutes were accepted as a fair record of AGM with the correction of the date. Proposed by A Thompson, seconded Ann Levick. Carried.	
3	<b>Matters Arising:</b> <ol style="list-style-type: none"> <li>1. Long term vision of the Hall. Committee are looking at new ideas as a concept and would like to engage with the villagers to get ideas and make it happen.</li> <li>2. Codford Village Fete: Crispin Edmonds gave an overview of the successful event held the previous week. Aim of the Fete was more than raising funds but also to raise enthusiasm in the village. They will be trying to do something else next year also. The CVH Committee would like to extend thanks to Crispin for his hard work.</li> <li>3. Thanks go: Emma Howe, Katie Elliott, Ruth Foster, Vera Gibbins, Laurie-Anne Collins, Claire Maggs, Penny Edwards, John Wyeth, Andy Hedley.</li> </ol>	
4	<b>Chairman's Report:</b> <ol style="list-style-type: none"> <li>1. Codford Village Hall and the Broadleaze Fields are a community facility and thank you to all of those that help run such a great facility for our Community and support its activities, whose efforts are greatly appreciated.</li> <li>2. My first duty is to report that the Charity continues in a healthy state and that Codford Broadleaze Bar is operating as a viable trading company, not</li> </ol>	

	<p>only providing a popular amenity for the village but also contributing to the Charity's funds.</p> <ol style="list-style-type: none"> <li>3. Secondly, following last year's expenditure on the roof refurbishment and glazed doors, this year saw us complete the new patio and water drainage system below it. This work being aided by a grant from our Parish Council for which we are very grateful. We also focused on electrical safety, redecoration and repair work most of which was undertaken by our volunteer maintenance team of Alec Thomson, John Wyeth, John Foster and Simon Mostyn. One notable change to the building was the installation of a mounting system for the Wyle Valley WW1 map, organised and funded by Alex and Barbara Saunt, supported by a Warminster Area Board grant.</li> <li>4. The Hall and grounds continue to prove popular and thank you to all of you who hire them, particularly our regular users. A number of events have been held here over the year, most notably the Codford Village Fete last weekend. Many thanks for all of you who have organised such events and I especially want to record my thanks to Crispin Edmonds, and the rest of the team who did a tremendous amount of work to deliver a successful event. The fete not only raised funds for local charities, including the Hall, but also served to enhance community spirit in our area.</li> <li>5. The facilities we provide and enjoy are only available due to the efforts of a small but loyal team of employees, Karungi Grant who manages bookings and supports our hirers, and who also, together with Jeanette Elliott, keeps our facilities looking great. Whilst other options to get a drink in Codford may come and go, the Codford Broadleaze Bar continues to serve our community. The Bar has been run smoothly over the past year by Chris Bridel together with Aleisha Palmer and Chloe Gibbons. Chris will be leaving us soon for a change of career, we wish him and his family the best of luck with their new ventures. I must also mention Andy Hedley, Katie Detheridge and Sue Mitchell who have contributed time and effort to help keep the Hall and the Bar running so well.</li> <li>6. We are currently advertising for a new Bar Manager. We also need a book-keeper to support the Treasurer with the accounts. Ideally, we'd like to find a volunteer with the skills and time to do this but are prepared to employ someone on a part-time basis if we can't find a volunteer. Please contact the Committee if you think you could help or know someone else who might be able to do so.</li> <li>7. Recently Dennis Mackay stood down as a trustee on moving from the area, we appreciate Dennis' input to our work, particularly as the Tennis Club representative. We wish him well in his new life abroad and I'm pleased to announce that Vincie Abbott has agreed to replace him as the Tennis Club link.</li> <li>8. I must make special mention of Ann Levick who has recently stepped down after many years working hard for the community by serving on the committee and assisting frequently with events run here in the Hall. A particular thank you to Ann for many years of valuable service.</li> </ol>	All
5	<p><b>Treasurer's Report 2016/2017:</b></p> <ol style="list-style-type: none"> <li>1. Rents are up £3,993 and the Bar is donating its profits which are slightly lower this year. Action on the Trustees to investigate the reason for this.</li> <li>2. Expenditure made for such items as the patio and doors</li> </ol>	Committee

	<ol style="list-style-type: none"> <li>3. £20K contingency fund held for unforeseen circumstances</li> <li>4. Committee extended their thanks to the Parish Council for their donation</li> <li>5. AL made a note of her thanks to Karungi and Sue for looking after the bookings, and Jeannette for the cleaning. She also acknowledged John Kurtis and his assistant Allison for their hard work on the accounts.</li> <li>6. A copy of the accounts were shown at the meeting</li> <li>7. David Peters made a statement of thanks to Ann Levick, noting that she had worked tirelessly for over 15 years, his comments were applauded by those present.</li> </ol>	
6	<p><b>AOB:</b></p> <ol style="list-style-type: none"> <li>8. <b>70th Anniversary and Charter Review.</b> 2019 marks the 70th anniversary of the establishment of this charity and it is a mark of its value that it is still serving our community so many decades later. To help us mark the anniversary, local amateur historian, Sally Thomson has undertaken research into the history of Broadleaze back to the 1770s. We will publish Sally's findings, together with a copy of the 1949 Trust Deed and some other historic documents on our website. We will also be trying to obtain an original copy of the Deed to display in the Hall. A review of our Trust Deed shows that the founding aim of the Charity remains as sound today as it was in 1949 but some of the context has changed. We will seek to update it later this year, time allowing.</li> <li>9. <b>Establishing a Users' Group.</b> One aspect of the Trust Deed that needs to be revised is the structure of the Committee. Originally it had 14 members: 2 parish councillors, 2 elected by the Village, and 10 to represent Village organisations. Some of those organisations are long gone, such as the Mothers' Union, Codford Orchestra and the Congregational Chapel, but others still exist. They include the RBL, the church councils, the Ladies' Circle (which evolved from the WI), the Choral Society, a Youth Club and the Tennis Club. Currently the Tennis Club is the only one that has retained representation. We want to re-establish links with the other community organisations that use the Hall, without having to draw them into becoming trustees. We will be contacting them about this initiative over the coming months.</li> <li>10. It was mentioned that the Committee will be looking at investing in a new seating system to replace to old, worn out ones we currently have.</li> <li>11. Update given by Murray Mcleod-Jones on the proposed outdoor gym equipment that he is leading on. This drew interest and positive responses from the attendees. Mentioned that it has a 25 years guarantee, can be used for individual or group training. Price was ~£12K+VAT and it is thought that by using a fund raising company £10K of this would be raised. It is proposed to work with a bid manager. <ol style="list-style-type: none"> <li>a. Is it useful for older people – the system can be used for gentle exercise and thus keep that cross section of the residents more fit and therefore less time in the doctors</li> <li>b. It has 15 stations but more people can exercise at 1 time.</li> </ol> </li> </ol>	<p>JM</p> <p>MMJ</p>

	<p>c. It was also suggested to work with Wessex MS therapy centre to help raise funds</p> <p>d. Steph Nelson Hunt knows a group of people who could fund raise</p> <p>12. Phil Dolling gave an overview of the new door lock and Alec Thomson asked that the old dead lock is removed.</p> <p>13. JM stated that increased electricity charges had been incurred over a change of electricity supplier. Action was being taken to seek a recovery of an element of the charge from the energy agent that CVH was using at the time. It was noted that the agent was recommended by the Wiltshire Village Halls Association and they would also be informed of the outcome.</p> <p><b>Matters from the floor</b></p> <p>1. Alec Thompson suggested use of the tele-cottage to store the chairs in; knocking through to the hall. Chairman agreed the concept had merit but it needed to be balanced against the development cost and loss of hire income. A further investigation to be carried out as to whether it couldn't be done using the tractor shed instead.</p> <p>2. Vincie Abbott complained about the glass and other objects left on the tennis courts by local youths, they cannot be locked due to access but are there other measures that can be taken to help prevent? It was suggested that either dummy cameras or a "Mosquito" noise generator be used. More investigation.</p> <p>3. Concern about the suggestion to encourage cars to be parked on the boules court; that this could lead to scrapped cars being left there. Further investigation</p> <p>4. The proposed bike clinic, to be occasionally held on the CVH car park, was mentioned by Karungi Grant. There were no objections.</p>	<p>KC</p> <p>Committee</p> <p>Tennis Club</p> <p>Committee</p>
7	<p><b>Election of Trustees:</b></p> <p>The ability to operate the Hall is entirely dependent upon the efforts of the small group of volunteers who form the committee. The current committee is:</p> <ul style="list-style-type: none"> <li>• John McIntosh - Chair</li> <li>• Don Bartlett, Vice Chair and Parish Council representative</li> <li>• Phil Dolling - Secretary</li> <li>• Karl Cleife - Treasurer</li> <li>• Murray Mcleod-Jones</li> <li>• Sara Glasby</li> </ul> <p>We're very pleased that both Karl and Sara have re-joined the Committee, they both bring considerable talent, and Sara also brings an essential feminine influence upon the thinking to the Team. Unfortunately, after a year on the Committee and having served superbly as our Secretary, Phil must step down due to increased work commitments. This leaves the Committee too small once again. We would strongly encourage anyone with the talent and interest in helping manage the Hall to contact a committee member to discuss it further.</p>	

	<p>The Chair thanked the 4 other remaining Trustees for being prepared to stand for re-election and asked whether there are any objections to that from those present. All were re-elected unopposed.</p> <p>The Chair also tabled a request for one or two volunteers willing to undertake a short-term project to reviewing our policy and procedures and help prepare a submission with the aim of achieving ACRE Hallmark accreditation.</p>	
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Signed on original:

P Dolling Secretary