

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE
ANNUAL GENERAL MEETING**

ON FRIDAY 26 AUGUST 2022 IN CODFORD VILLAGE HALL AT 6 PM

CVHMC Present		
John McIntosh	JM	Chairman
Don Bartlett	DB	Vice Chairman
John Curtis	JC	Treasurer
Alec Thomson	AT	Trustee
Jamie Rideout	JR	Trustee
Karungi Grant	KG	Secretary

Present from the Village		
Bridget Lorrimer	Ann Levick	Andy Hedley
John Wyeth	Tom Thornton	Clare Firth
Keny Grant	Jane Curtis	Vincie Reardon
Nikki Carpenter	Vincie Abbott	
Vincie Abbot	David Peters	
Simon Firth	Crispin Edmonds	

Item		Action
1.	Welcome: The Chairman welcomed villagers and committee members to the meeting and thanked all those who attended.	
2.	Apologies for Absence: Natasha Haughian NH (Bar supervisor) BJ Abbott Penny Edmonds	
3.	Minutes of Last AGM 18th July 2021: No hard copies of the 2021 AGM were available as Committee had agreed to minimise on use/waste of paper. Minutes were published and are available on the VH notice board and the VH website. It was agreed that a few hard copies would be available at the next year's AGM. No objections were received from those at the AGM, the Minutes were accepted as a fair record of AGM with the correction of a name. (Insert proposed and seconded)	KG
4.	Matters Arising from 2019 Minutes: <ul style="list-style-type: none"> Hire Charges; Chairman reported that the Committee was working on a simplified set of rates, based on an hourly rate and at 3 tiers. Standard rate, reduced rate for private hire (Codford members) and a rate for charities. Better publicity of the Hall will also be looked at. Also consider a wedding package offer. Rates will be agreed in due course. 	

	<ul style="list-style-type: none"> Community Volunteering: AT reported that there was a handful of loyal volunteers. However, the Committee will seek to tap into local expertise when a specific job arises. JM added that whilst voluntary help was always welcome, regulatory certification, such as for electrical work, would always need to be included. 	
5.	<p>Chairman's Report:</p> <p>2021/22 Year end saw the accounts close with a small operating loss of £3.7k. By comparison 2021 finished with a profit of £9.8k but that included a Government Covid grant of £10k. Two years previously, 2020 also ended with a similar loss of £3.5k. However, the 2022 figures include £17.8k, invested in maintaining and improving the fabric of the Charity's assets. In summary, the Charity made a small trading loss, but ended the year with its physical assets in an improved condition and its contingency fund still intact.</p> <p>In addition to the regular annual financial support provided by the Parish Council, the Trustees succeeded in raising additional grant funding to enhance the facility. A particularly generous gift, in excess of £6k, was made by a private local resident to pay for the alarm system. Further grants were received from Codford PC, Wiltshire County Council, the National Lottery, and the WCC Warminster Area Board.</p> <p>Despite further Covid-19 disruptions to trading and the regrettable demise of the number of skittles teams, long a stalwart of activity in the Hall, many other community activities returned in year leading to April 2022 and a successful fete was organised and delivered by volunteers from the Village.</p> <p>The Charity continues to be able to offer services to our community because of the support of many people who contribute their time and make good use of the facilities. I would like to record our particular thanks to the following:</p> <p>The Charity's trustees and other volunteers. Codford Parish Council whose generous and continuing support allows the Hall to survive. Natasha Haughian who has recently been promoted from Bar Supervisor to Bar & Facilities Manager and whose family have become integral to the life of the Club. Our loyal staff: Aaron Martin and Jeanette Elliott. Jeanette in particular worked so hard to help protect the Hall's user during the COVID period. Our two regular stand in Bar Staff, Sarah Palmer and Andy Haughian both of whom have enabled us to keep the facility open on a regular basis. Pam Coward, who despite standing down from the Committee many years ago, continues to help keep us all safe by undertaking the mandatory fire safety checks. Sue Mitchell, Sara Glasby and Laura Lewis for ongoing support to the Committee. Our three Thursday Maintenance Crew: Alec Thomson, John Wyeth and John Foster, occasionally supported by Nick Nicholls, and previously by Simon Mostyn who has sadly passed away recently. Finally, Karen Bentley who stood down as Treasurer at the end of the period. Despite not having a financial management background, Karen worked really hard to help keep the Hall afloat during a difficult time for the Charity whilst also managing a team of home carers during lockdown.</p> <p>I'd also like to mention Sophia Little, a pupil at Kingdown School, who has been undertaking the community service element of her Bronze Duke of Edinburgh Award by assisting with site maintenance and checking the condition of the playground. We hope that she will continue to have an involvement with the Hall in the years to come and will be the first of many young volunteers to support CVH.</p>	

6.	<p>Financial Report</p> <p>It is almost a year now since I was first approached by John and Karungi to join the management committee here at the Village Hall. I attended my first meeting in October last year, before being appointed a trustee of Codford Village Hall in November, and a director of Codford Broadleaze Bar Limited in December – taking on the role of Treasurer from my predecessor, Karen Bentley.</p> <p>The handover process was, perhaps not unexpectedly, rather drawn out – due mainly to the inability of our bank to deal with all the change of detail forms etc in a timely fashion. Karen though, remained on hand during this period, which made the process easier than it might otherwise have been, and for which I would like to place on record my own personal thanks.</p> <p>Moving on though to the accounts for the year ended 31 March 2022 – and just to give some context – the year started with us still being closed due to the Coronavirus restrictions that continued to be in place at the time – it wasn't until the middle of May that these were lifted, and we were able to open our doors once again to activities in both the hall and the bar.</p> <p>In the previous year – to 31 March 2021, we benefitted enormously in financial terms from the Coronavirus funding that was available to us from both local and national government – and this was no different in the year to 31 March 2022, with the hall receiving a further £2,667 from Wiltshire Council and the bar £16,256 (£9,334 coming from Wiltshire Council and £6,922 from the Government's Job Retention Scheme).</p> <p>This financial support totals in excess of £52,000 over the two years – a hugely significant amount, which has clearly enabled us to keep our heads above water and our doors again open. In addition, it has also allowed us to continue with our programme of ongoing improvements and maintenance in and around both the hall and the bar. In particular, during the year to 31 March 2022, and with additional financial support from other grants and donations, this included the replacement of our intruder and fire alarm systems, and the refurbishment of the hall floor, at a cost of £6,447 and £6,240 respectively.</p> <p>The overall financial performance for the year was that the hall suffered a loss of £3,743, whilst the bar made a profit of £2,442 – a loss of £1,301 for the two entities combined.</p> <p>My impression when I first joined the committee was that financially, both the hall and the bar operate on fine margins, and that has since proved to be the case. There is very little between us making a profit or a loss, particularly as we are not yet back to our pre-Coronavirus levels of activity and income in either the hall or the bar – and that is the challenge for us during the current year.</p> <p>That challenge has not been made any easier by other external factors which have come into play since the early part of this year, which we have very little control over, and which all of us are well aware of – firstly, our energy costs and secondly, the 'cost of living' and subsequent squeeze on personal finances (or, however you wish to describe it).</p> <p>As far as our energy costs are concerned, we are currently in a fixed price contract with our supplier that takes us through to the end of next year – 2023. Fortunately, at this point in time, the contract was entered into before prices started to rise exponentially; and, as a business customer, we are not subject to the ever increasing price cap. However, we expect</p>	

	<p>our energy costs to increase by around 40% or so this year in comparison with the previous year – which, in monetary terms, equates to an additional £200 or so per month.</p> <p>The impact of the ‘cost of living’ issues are more difficult for us to gauge at this stage, but given that use of the hall and the bar are both part of our ‘discretionary spend’ as individuals, it would not be unreasonable for us to expect it to be difficult to increase the hall and bar activities and income back to their pre-Coronavirus levels.</p> <p>Monitoring our income and costs, together with the use of our resources, will be fundamental in meeting these challenges – and, as a management committee, we are currently reviewing our pricing structure for hiring the hall and its’ facilities, as well as reviewing both our bar prices and opening times. At this stage, our expectation is that prices in both the hall and the bar will need to increase, and that the bar opening times may reduce slightly, but hopefully, that these changes will be kept to a minimum.</p> <p>I am sorry not to be able to end this report on a more positive note, but we all have to be realistic in the financial environment that we find ourselves today – and Codford Village Hall and Codford Broadleaze Bar Limited are no exception.</p> <p>Appointment of Independent Examiner</p> <p>JM reported that the accounts were examined by MOORE SOUTH of Salisbury and the Committee intend to keep them. No objections were received and therefore Committee will resolve to reappoint the said company.</p>	
7.	<p>Estates Maintenance</p> <p><u>Fire and Buglar Alarm</u> AT reported that the new system was working perfectly okay.</p> <p><u>Sports Hall Floor</u> AT reported having got a grant of £5000 which was topped up to resurface the floor.</p> <p><u>LED Lights</u> These have been fitted both in the street and some of the lights in the VH.</p> <p><u>Fence</u> The boundary fence was put up by Tom Thornton. Funded by a grant from the Area Board</p> <p><u>Timers</u> To reduce energy costs, AT has fitted timers to all the water heaters.</p> <p><u>Chairs</u> Another 40 chairs have been purchased for the VH. Altogether 80 new chairs and four trolleys. A few of the old plastic chairs have been kept.</p> <p><u>Leylandii Hedge</u> That has now been reduced, by Sanctuary Housing, at our request. This will make it easier for the volunteers to maintain going forward.</p> <p><u>Goal posts</u> They have been repainted</p> <p><u>Safety Barrier</u> The barrier at the back of the hall has been lengthened.</p> <p>POTENTIAL PROJECTS</p>	

	<ol style="list-style-type: none"> 1. AT is looking into the possibility of having PV panels to power the electrical appliances that are on all the time. AT is looking for funding and investigating companies to take on the job. 2. AT has applied for £15,000 grant from the Platinum Jubilee fund, to go towards the kitchen refurbishment. 3. AT reported that the windows need attention. They have been repainted but now need replacing 4. The roof (plastic coated galvanised tin sheets) has had repairs but does need major repairs or replacement. 	
8.	<p>Events</p> <ul style="list-style-type: none"> • Codford Village Fete <p>Crispin Edmonds, Chairman of the Fete Committee, was present and communicated that the Fete Committee’s aim is to raise funds for local charities of which the VH is one. Events this year include the Spudtastic in March, the Fete in June and a Barn dance planned for the 22nd October, a Boxing Day bash and the Fete on the Sunday 25th June 2023. decided to have the Village Fete on 21st August 11-4pm. Balance brought forward was about £1200. About £1000 was raised at the Spudtastic and was donated to Ukraine. Made about another £1000 at the Fete. Total = £2200. Total made at the end of the year will be distributed amongst local worthy charities.</p> <ul style="list-style-type: none"> • Events and Future Plans <p>JR noted that business has been quiet, slowly picking up after COVID. The Veterans Football was a success and continues to do so every year. Another established event is the artisan markets. He called upon volunteers; especially one to take on the manning of the car boot sale which was trailed last year. Suggested organisations e.g., the school or pre-school to run the car boot and share the proceeds.</p> <p>Skittles: JR reported that this has been greatly affect by COVID and is struggling to get back. To work harder to get it going again, especially the summer skittles.</p> <p>Football: Heytesbury reserve team are going to be hiring the football pitch. JR reported that Committee agreed to take the goal by the Tennis Courts down when the football season is done.</p> <p>Furuture Schedule: Football 26th August, a Car Boot Sale 15th August, Mini Coopers Stop Over 8th August (trial), maybe Summer Skittles are all planned. Other events will be planned as the year progresses.</p> <p>JR was asked if there were any prospects of reinstating the Codford Fireworks. He replied that was not likely due to the huge implications with insurance.</p> <p>JM added:</p> <ol style="list-style-type: none"> 1. Two bookings for weddings 2. Interest from a caravan club to hire the field. 	
9.	<p>Charity Objectives for 2022 – 2023</p> <p>DB provided updates on the two majors projects that were completed</p> <ol style="list-style-type: none"> 1. Funding secured for the village hall floor which is now good for a few more years. DB thanked AT. 	

	<p>2. Funding from the Area Board for the safety/boundary fence. DB noted a vote of thanks to the Area Board.</p> <p>Looking forward DB advised that the current economy status would see big projects take a back seat; a time to be modest.</p> <p>Refurb of the kitchen will be on the fore front, to get it to a modern state.</p> <p>The other major project will be energy efficiency; revisiting of lighting and other areas to keep electric usage to a minimum.</p> <p>Thoughts on how to raise funds of approx. £100,000 for the roof refurb and PV panels would be welcome.</p>	
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RISKS & MITIGATION

Serial	Risk	Impact	Likelihood	Mitigation
1	High energy will impact on CVH costs	High	High	<ul style="list-style-type: none"> • Apply sensible control measures. • Carefully negotiate energy deals using WVH assistance. • Meter rental areas. • Explore fitting PV panels.
2	Bar & rental income will be insufficient to make a profit	High	Medium	<ul style="list-style-type: none"> • Review and monitor bar prices. • Review rental & hire charges. • Control bar wastage. • Improve advertising of rentals. • Run income generating events.
3	The building fabric will eventually require major investment. The roof in particular will require replacement.	Medium	Medium	<ul style="list-style-type: none"> • Ongoing checks and maintenance. • Maintain a contingency reserve and accumulate project funds. • Fundraising for estates plan
4	A governance failing could lead to a costly incident.	Medium	Low	<ul style="list-style-type: none"> • Conduct monthly management meetings. • Nominate trustees to specific responsibilities. • Undertake & record appropriate checks. • Develop and use policies. • Achieve Hallmark.

10.	<p>Election of Officers</p> <p>The ability to operate the Hall is entirely dependent upon the efforts of the small group of volunteers who form the Committee. JM was indebted to them for their patience and perseverance. The current Committee is:</p>	
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Appointment	Incumbent	Representative Membership	Lead for
Chairman	John McIntosh		Policy Forward Planning
Vice Chairman	Don Bartlett	Parish Council	Induction of Staff & Trustees Major Projects Fundraising Craft Loft
Secretary	Karungi Grant	Parish Council Ladies Circle	Charity Commission Wilts VH
Treasurer	John Curtis		Companies House & Charity Commission – financial returns
Social	Jamie Rideout		Events & Sports
Maintenance	Alec Thomson	History Society	Maintenance Fire & Safety Hallmark Accreditation
General Member	Unfilled		
Youth Member	Unfilled		Younger Community Members

	<p>All were happy to stand for election/re-election. Ann Levick proposed accepting all officers and Clare Firth seconded it. There were no dissenters from those present. The Chair thanked the 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>	
11.	<p>Any Other Business</p> <p>Matters from the floor</p> <p>Vincie Abbott expressed concern about football occurring at the same time as tennis. JR noted that the occasion mentioned was not an organised or booked session but individuals practicing. As such, the Committee did not normally control who used the pitch when not booked for a match. It would be looked at though if it became a significant nuisance.</p> <p>On the issue of using bar takings to determine times of operation, David Peters advised on the timings of the till not reflecting accurate timings as some clients tend to operate a tab system.</p> <p>Vincie Abbott queried if insulation of the facility is being explored, given Government's push on energy efficiency. AT responded that various options have been suggested and will be explored, but that unfortunately the structure of the building was not at all well insulated and would be expensive to do so.</p> <p>Ann Levick and Tom Thornton offered a vote of thanks to the Committee.</p>	AT

	Simon Firth noted how incredible it is to have the Thursday volunteer team on board. And thanked them for a job well done.	
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