

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE
ANNUAL GENERAL MEETING
ON FRIDAY 22 JUNE 2023 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	Kevin Dorrington
John Wyeth	Merv Poolman	
Karen Johnstone	Jim Bullock	
Nikki Carpenter	David Dellius	
Vincie Abbot	Jonathan Neville	
Martyn Spratt	Joe Howe	

Item		Action
1.	Welcome: The Chairman welcomed villagers and committee members to the Annual General Meeting and thanked all those who attended.	Chair
2.	Apologies for Absence: Lysa Heaton (New Trustee volunteer) Crispin Edmonds Katie Elliot Emma Howe	KG
3.	Minutes of Last AGM 26th August 2022: Copies of the minutes were handed out at the meeting and are available on the VH notice board and the VH website. No objections were received from those at the AGM, the Minutes were accepted as a fair record of AGM. Bridget Lorimer proposed, and Niki Carpenter seconded.	KG
4.	Matters Arising from 2019 Minutes: <ul style="list-style-type: none"> • 3.0 agreed that a few hard copies would be available at next year's AGM. – copies were handed out at the meeting • 7.2 Grant from the Platinum Jubilee fund – AT reported having applied for the grant and getting through the first stage of the application process. But unfortunately, being a match-funded grant application that required VH to match 80% of the grant available, it was decided that the time scale was not enough to realise the funds. • 8.1 Relocating of the football goal posts. – JR reported that the goal posts have since been taken down and repainted by AT. The proposal to 	Chair

	<p>move them further away from the tennis courts was not favored due to the high cost involved and it was also decided, after looking at the standard size of a football pitch, that moving the posts wouldn't make much of a difference.</p> <ul style="list-style-type: none"> • Any issues from the minutes from the floor – none. 	
5.	<p>Chairman's Report:</p> <p>The last financial year end saw the CVH account close with an operating shortfall of £9,500, building on the deficit of the previous few years. This is clearly a disappointment, but the Trustees are content that the trend towards breaking even is heading in the right direction. Activities in the Hall and its trading subsidiary, Codford Broadleaze Bar, are still not back to pre-pandemic levels but are healthier now than at any time since the first lockdown and the profitability of the bar, which contributes any profit to the Charity, is slowly improving. Sadly, some organisations, such as some of the skittles teams that used the facilities for many years, have ceased to operate but other activity is starting to happen, arrangements are well in hand with some major functions booked for the summer and for a much stronger return of a local football, more of which from Jamie Rideout and Martyn Spratt later. The pathway to recovery was set by the great efforts of Tash Haughian and her ever supportive husband Andy and the baton has been picked up by a joint team of Sarah Palmer and Mandy Capel. who together with our other staff Jeanette, Aaron and Aiden, have served CVH well and played a major part in our improving position.</p> <p>In addition to the operating and development grants kindly made by Codford Parish Council and which frankly keep the facility running, other generous gifts of nearly £2,000 were gratefully received from residents.</p> <p>The estate is in good order, and I must acknowledge the hard work of our volunteer maintenance crew and particularly Alec Thompson, John Wyeth and John Foster for contributing so much time and effort to keep on top of all the repairs required. Alec will outline what we have been doing to maintain and improve the fabric of the building and the land it sits on, but also the challenges we face in the near future, and Don Bartlett will talk about our intents to raise the funds needed.</p> <p>We are conscious of the risk to our finances created by increasing operating costs and power in particular. We have systematically reviewed our income and expenditure to seek efficiencies. This work has been led by John Curtis, our highly competent and dedicated treasurer, who has resolved a number of legacy issues and carefully negotiated new contracts. Thanks to John, the Trustees have attained much better visibility of the financial aspects of our operations and are in a good position to monitor and optimise them going forward. This is part of our ongoing efforts to continue to govern and manage CVH and CBB as best we are able.</p> <p>In summary, CVH remains at the centre of activity within the community of Codford and despite another operating loss, the Charity ended the year with its physical assets in a sound state, and good indications that income will pick up well in 2023/24.</p> <p>In addition to those I have already mentioned, I would like to acknowledge the efforts of the Trustees who put so much time in for the benefit of others, the many other volunteers who contribute too, such as Pam Coward who continues to keep on top of our fire safety, and those using the facilities to support the community, such as the Codford Fete Committee, the Coronation events team</p>	

	<p>and Codford Tennis Club. I'd also like to acknowledge those who regularly use the Hall and Bar for keeping the place alive and particularly those who arrange events for others to enjoy.</p>	
6.	<p>Financial Report</p> <p>When I was here in front of you a year ago, I concluded my report with words of caution regarding the challenges that lay ahead of us – particularly the external factors that we have very little control over – the ‘cost of living’ issues; our energy costs etc.</p> <p>Those factors still exist, but we are all now learning to live with them – to some degree or other – and Codford Village Hall and Codford Broadleaze Bar Limited have been no exception to this.</p> <p>In the autumn, we reviewed our pricing structure for hiring the hall and its’ facilities, as well as reviewing our bar prices. As we had previously anticipated, these needed to increase to ensure our financial survival. At the same time, we have been reviewing our costs to conclude some outstanding legacy issues, and to identify any further efficiencies.</p> <p>Despite our best efforts though, and although activity levels have been increasing, the hall suffered a further loss for the year to 31 March 2023 of £4,674 (compared with £3,743 for the previous year). Of greater significance and concern though, is that the Unrestricted Funds element of this loss – i.e. our regular ongoing activities etc, showed a loss of £9,550 (compared with £7,386 for the previous year) and it is this aspect, in particular, that requires our continuing attention.</p> <p>The bar has shown a much stronger increase in activity levels, particularly in the second half of the year, with sales almost doubling from the previous year’s levels (and just to remind you, in the early part of that year, we were still coming out of the Coronavirus restrictions). The year to 31 March 2023 has ended though, with the bar showing a profit of £1,624 (compared with £2,442 for the previous year – but again, just to remind you, this profit included Coronavirus funding of £16,256 – without which, there would have been a loss for that year of £13,814).</p> <p>Overall then, a loss for the year to 31 March 2023 of £3,050 for the two entities combined, against £1,301 for the previous year. So, on the face of it, we appear to have gone backwards, which in pure financial terms is correct. However, I do consider that we are in a stronger position than we were at this time last year – for several reasons:</p> <ul style="list-style-type: none"> • Unfortunately, in the very early part of the year, we were the victims of an online bank fraud, which cost the hall £1,190 and which has therefore contributed to the loss for the year – hopefully though, a ‘one-off’; • The legacy issues that have now been resolved – such as: <ul style="list-style-type: none"> ○ HM Revenue & Customs – with our returns and payments for both the payroll and gaming machines being brought up to date and now being dealt with within the regulatory time limits; ○ Insurances – with the hall and bar now having their own separate policies and cover, having identified that there were gaps previously and areas of insurance not therefore covered; ○ PPL/PRS – our annual music licence – bringing these returns and payments, which covered a number of years, up to date as well; • The reviews that we have undertaken of our pricing structure for hiring the hall and its’ facilities, and of our bar prices – the first reviews that 	

	<p>have been conducted for some considerable time – and a process that will be ongoing;</p> <ul style="list-style-type: none"> • A closer understanding of the profitability levels within the bar – looking at the wastage; implementing further controls on the cash takings; and having online access to the till systems; • The provision of regular and accurate financial information on a timely basis – that enables us to closely monitor our income and costs; to take better strategic decisions; and to ensure sound financial governance for both the hall and the bar. <p>In addition, we now have budgets in place for the current financial year – targets to aim for, and whilst the budgets are both ambitious and challenging, nevertheless we believe that they should be achievable. If they are achieved, then in the coming year, the bar will clear the insolvent balance sheet position that has existed for the last four years and, at the same time, generate sufficient profit to pass on to the hall as a donation that, in turn, will leave the hall with a surplus on its' Unrestricted Funds (i.e. our regular ongoing activities etc), which would be for the first time since the year 2016-17 (ignoring any Coronavirus funding).</p> <p>As I said a few moments ago, I do consider that we are in a stronger position than we were at this time last year. However, there are still challenges that lay ahead for us:</p> <ul style="list-style-type: none"> • Energy costs – as anticipated, these have increased over the last year, and they will continue to do so. Our existing contract, in which the unit costs are fixed, was entered into before the rapid rise in prices brought about by the Ukraine issues, and this contract runs through to the end of this calendar year. We have though, recently negotiated a new contract for 2024, again with the unit costs fixed, but that will see our energy costs increase further by around 20-25%; • VAT – I mentioned earlier that, over the last year, the bar has shown a considerable increase in its' activity levels – i.e. its' sales. This, unfortunately, has consequences in that we are about to breach the financial threshold for VAT registration. There will be a 'cost' to this registration, which has been estimated to be in the region of £5,000 for the current financial year, but which has already been factored into the budgets that I have just referred to. As a committee though, we have agreed to monitor the financial impact of this compulsory registration, before making a decision as to the extent, if any, that bar prices may need to be increased further. <p>Finally, I consider this to have been a year of progress – with challenges met and further ones to come, and I would just like to conclude this report by acknowledging the help and support of my fellow trustees and directors, our hall and bar managers, together with all of our other staff and volunteers – thank you.</p> <p>Appointment of Independent Examiner</p> <p>JC 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>The VH has a small and loyal team of volunteers who manage a number of essential husbandry tasks in and around the building. We meet on a Thursday</p>	AT

	<p>and try and keep on top of routine maintenance tasks such as mowing, dustbin emptying, drain clearance, weeding, hedge clipping and we look after the Play Park. These are not the only tasks - last week a big branch broke off a Chestnut tree opposite Delius and within a week we had cleared it, logged it and burnt the brush. Apart from mandatory inspections, we cover most domestic tasks - locksmithing, plumbing, painting and minor electricals. The VH seldom have to pay for tradesmen. However, we need more help if we are to keep this up. Any offers would be very welcome.</p> <p>We are working on an exciting project to develop the wild patch on the South side of the football pitch. It is an acre of waste ground covered in bramble and nettle. You will have seen the Memorial Garden with the Cherry Trees and hedging that John Wyeth has already, almost single handed, re-claimed. We have already driven a number of walks through the area called the King's Walk. We have made a Barbecue site and a Kids Den. We have planted trees. I have applied for a £1700 grant from Wessex Water for equipment and more trees and shrubs to plant this Autumn and have had an advisory visit from a local Landscape Gardener. We have taken advice from WW. More help needed - Gardening Club?</p> <p><u>THE BUILDING</u></p> <p>You all know that the building is not of best quality and there are a number of expensive projects looming:</p> <p>The Roof is made of a skin of wiggly tin, galvanised and plastic coated. The plastic is worn away through natural weathering and we are through to the galvanisation which has already corroded around the edges where it has been re-coated. It will corrode through in large areas in the next decade. It is also poorly insulated. We need to replace the roof with in improved insulated material and fit solar panels. While we have the roof off we may be able to modernise some of the wall cladding too. More of this in a minute from Don Bartlett who is a wizard in finding money.</p> <p><u>Fenestration.</u></p> <p>The windows and doors have been repaired and painted by the Team but their life is limited - another expensive project but at least we can address it in slower time - and bit by bit as affordability allows.</p> <p><u>Speaker System.</u></p> <p>An exciting Project I am working on is to install a speaker system and hearing loops. I have help and advice from Chris Ward who lives in the Village and owns Fremar Comms. If we provide labour he may even do the job at material cost only. Basically, we would have 3 zones, here, the Bar and the Edwards Room. Each be activated separately from a central control. Cost is TBN but about £2,500 and I shall be looking for sponsors.</p>	
8.	<p>Events</p> <ul style="list-style-type: none"> • Codford Village Fete <p>1. The aim of the Codford Fete Committee is to try and set up a few small events and one large one, the Fete, to provide entertainment and well being for our lovely community. In the process, we hope to make some money but that is not the main aim.</p> <p>2. Presently, we have over £2000 in the bank and, after the Fete, will be seeking to find suitable resting places for this money whilst leaving ourselves a modest amount to get the process started again. Thus far we have donated:</p> <p>2019</p>	<p>John Wyeth</p> <p>JR</p>

	<p>£900 Village Hall £90 each to Coyotes, Caterpillars, British Legion, Woolstore, Wylve Valley Disabled Children Riding, Alabare, PTA, St Mary's Church, St Peter's Church, Codford Brownies</p> <p>2020/2021 Covid</p> <p>2022</p> <p>£1098.70 Ukraine Appeal</p> <p>2023</p> <p>£250 Codford Village Hall</p> <p>£100 Wiltshire Mammal Group Hedgehogs</p> <p>£50 Salisbury Hospice</p> <p>£300 Turkey/Syria</p> <p>£250 Codford Caterpillars</p> <p>£275 Wylve Valley Disabled Children Riding</p> <p>Total is £4123.70</p> <p>3. We have recently written to John McIntosh suggesting that Codford could start a Community Orchard by the tennis courts. This orchard would belong to us all and fruit would be available to all. Having said that, it would also afford an opportunity for the Primary School kids (and other kids) to get involved planting and tending the area. Should this idea be taken up, the Fete committee would be delighted to make a contribution.</p> <p>4. The Fete is held this year on a Sunday. In the past some traders have not been able to attend because they have shops and stalls to run elsewhere. So, we thought we would give Sunday a try: if it does not work, we will go back to Saturday. Sunday also gives the advantage of less buses and therefore less hassle because of traffic snags. We think this year's Fete will be very good.... please support it.</p> <ul style="list-style-type: none"> • Events and Future Plans <p>JR reported that the year had been a case of carrying on with existing events and introducing new events. He reported that the Skittles was slowly picking up. Looking to increase bar events and working with Sarah Palmer to reintroduce the pool competitions. He reported a good attendance to the quiz nights organised by Paul Maggs.</p> <p>JR also reported that a Socials and events subcommittee is in the process of being set up to ease the organisation and running of events.</p> <p>JM added that the committee had recently taken on a new volunteer, Lysa Heato, who is part of the said Events Committee.</p> <p>Jon Neville was in attendance and reminded members of the next Quiz night and encouraged all to attend the fun evening.</p>	
9.	<p>Charity Objectives for 2022 – 2023</p> <p>Future Fundraising Objectives</p> <p>Priority 1: To maintain the building.</p> <p>Priority 2: To improve and modernise the facility to keep it fit for purpose.</p> <p>Alec and his maintenance team do sterling work in keeping the building looking neat and tidy as well as doing the essential maintenance of things such a guttering and drainage. What they cannot do are jobs which require specialist skills or heavy equipment. One such is the hall roof.</p> <p>The roof has a working life and it has already had a small life extension applied to it by some targeted recoating. The fact is that if we are to avoid the spectacle of buckets on the floor to catch leaks, we must replace the roof within the next 4 or 5 years – that's a SWAG (Scientific Wild Ass Guess). This will be a fairly big and</p>	DB

expensive task. As such the roof will be our main push for raising finance, through Government grants, begging to businesses etc.

That is the largest crocodile swimming up to our canoe. Work on the roof potentially gives us the opportunity to improve what we have in the guise of improving the energy efficiency of the building – more on that later.

We must also keep an eye on improving the kitchen and the other facilities we offer if we are to keep the Hall as a place that people want to use and hire – this will take second place to the roof.

Recruitment and Training of Trustees and Staff

The Hallmark accreditation that the Village Hall is pursuing has made us sharpen up our act with respect to people policies and procedures. We are now better placed to induct new members of staff and to offer training to trustees, both new and old. Policy vacuums are being filled which puts the Hall on a more professional or business-like footing.

The Management Committee provides the trustees for the charity and steers the ship through waters, calm or choppy. We are always looking for more people to come and join us – again more on that later.

Risks Facing the Charity & Mitigation Plans

As with any organisation we face a number of risks from all corners of the field. I want to mention just four that we face and the measures we intend to take to mitigate them.

- **Roof.** As I have already briefed, the integrity or watertightness of the roof is an increasing risk as time is taking its toll. It is not yet at the point where water is entering the building, but it can't be many years before it does.

Apart from conducting regular inspections and maintaining a contingency fund, a number of potential funding sources have recently come to our attention and we intend to exploit these to amass the sort of money we think we need to acquire for the roof and the related projects. As we will probably only get one shot at each source, it behoves us to produce the strongest funding case that we can.

- **Power or Energy Market Costs.** You won't need me to tell you about the ever-increasing costs of energy. We negotiate the best prices that we can from our suppliers, but the fact remains that this facility was never built with great electrical or thermal efficiency in mind. Times have changed, prices are astronomical and wasting energy is no longer something that we or the world can tolerate.

We have plans (all subject to finance and the T&Cs associated with that finance) to make the hall thermally efficient at the time that the roof is replaced.

Concurrently, or consecutively (if funding is restricted) we want to generate our own electricity with solar panels on the roof and produce heat from air or ground source heat pumps. To a degree this should help isolate the Village Hall for the worse vagaries of the energy market. Clearly, if all this goes ahead there could be some 'short-term pain for long-term gain' as disruption to the use of the Hall is inevitable.

- **Aging Volunteer Workforce.** The Village Hall relies heavily on volunteers to run and maintain the facility. Without such help, the Village Hall would have to pay for the services of professionals, and this would simply be unaffordable if we want to maintain the same standard of

	<p>management, maintenance and decoration. The march of time on all of us is a concern and our door is always open for anyone with spare time and skills to join the team. The commitment doesn't have to be onerous and if you'd like to help, please do get in touch.</p> <ul style="list-style-type: none"> • Health & Safety. Love it or hate it, one cannot run away from Health and Safety. Risks to the users of the Hall are always present, however small, and we work hard to minimise those that exist. To this end we ensure that the statutory inspections are carried out, we make whatever improvements are necessary and we ensure that we hold adequate insurance cover against all the risks that we foresee. Of course, if anyone spots anything which may cause injury, please do let one of the staff or Committee know so that we can address it. <p>To finish: Raising the type of funding that we need for these large capital projects is the work of more than one person. To this end I would welcome anyone with expertise or a willingness to help to be part of a fund-raising sub-committee. If that interests anybody, please do get in touch – 'Your Village Hall Needs You.'</p>	
10.	<p>A Bright Future for Codford Football Club</p> <p>Martyn Spratt, Secretary and Trustee, Heytesbury FC attended to update on the amalgamation of the two clubs Heytesbury and Stockton & Codford. Both clubs, he noted have a long history and tradition. He is well aware of the history of Heytesbury and seeks information, photos or documents of football in the village form anybody that may have it. He reported that they are looking to secure the long-term future of Heytesbury Football Club and also to restore football to the village of Codford. To rename the club "Heytesbury & Codford" and aim to become part of the community as opposed to just renting the Codford pitch. He reported having had a very successful presentation evening in the bar a short while ago and hope to hold many more functions there in the future. Football at Heytesbury will still carry on but for the coming season the reserves and under 18's will be based in Codford. He said they were looking forward to working with the Village Hall committee as they move into the new season.</p>	Martyn Spratt
11.	<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. The current Committee is:</p>	KG

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	Charity Commission Wilts VH

		Codford Community Tennis Club	
Treasurer	John Curtis	Gardening Club	Companies House & Charity Commission – financial returns
Social	Jamie Rideout		Events & Sports
Maintenance	Alec Thomson	History Society	Maintenance Fire & Safety Hallmark Accreditation
General Member	Lysa Heaton		
Youth Member	Unfilled		Younger Community Members
	<p>All but the secretary were happy to stand for election/re-election. Ann Levick proposed accepting all officers and Karen Johnstone seconded it. There were no dissenters from those present. KG put to those present that a volunteer would be welcome to take on the secretary role or if they knew any one in the community that might be interested to let them know. Ann Levick requested for a job description, KG to provide one.</p> <p>The Chair thanked the Trustees for being prepared to stand for re-election.</p>		KG
11.	<p>Any Other Business</p> <p>JM introduced Kevin Dorrington who had put to the meeting that he was looking to resurrect the much-loved Codford Fireworks Night which generated huge income. With a view to pass all the proceeds to the VH. Kevin has approached a landowner who has agreed use of his field free of charge for the fireworks display. He has also got support from the Fireworks company based in Salisbury who will design and carry out the fireworks display. Kevin will look to fundraising to pay for the fireworks, ticket sales would also contribute to this.</p> <p>JM reported that the VH would seek to support this by providing a bar etc ...</p> <p>Matters from the floor</p> <p>Ann Levick thanked the committee for looking after the VH and said all efforts were noted and very much appreciated. All present agreed.</p>		