

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING
MINUTES 21 APRIL 2020**

<p>Present: John McIntosh JM Don Bartlett DB Karl Cleife KC Alec Thomson AT Karungi Grant KG</p> <p>In Attendance: Lee Capel LC Mandy Capel MC</p>	<p>Apologies for Absence: Sara Glasby SG</p> <p>Absent: Tom Topham TT Murray McLeod-Jones MMJ</p>
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1. **Introduction.** Chairman thanked AT for taking minutes for the previous meeting in the absence of the Secretary. Minutes were approved and accepted
2. **Matters Arising.**
 - 2.1. MC reported staff that have been furloughed are grateful for being kept on and supported with the Government grant.
 - 2.2. Fish & Chips is proving popular and Committee suggested there was a potential with takeaway sales which could be exploited in future. Maybe even consider recruiting a trainee to work with Lee.
 - 2.3. Private Functions. The Hall is now closed till further notice.
3. **Treasurer's Report.**
 - 3.1. March: Money in £2682 and money out £2218. Which includes a transfer of £1000 reserve money into the account. KC reported there are enough funds for the VH and bar to last till December. Getting £2000 back from HMRC for staff salaries which would bring costs down to £1100 pcm.
 - 3.2. KC reported no income coming in now. Except the for the monies from bookings and rent. Given the ongoing outgoings and loss of a tenant, it was discussed that cost savings was necessary e.g. reduce on the number of times, the grass is cut. Spend in April to date was only £250, before the bill from Npower. KC needs meter readings, AT to get readings from electric meters.
4. **Building and Estate**
 - 4.1. Kitchen. AT reported working on the kitchen to sort out the damp patch (redecorating) No progress on the remake since the lockdown. Post-lockdown, the plan is to meet Howdens, agree a design and furnishings to obtain a quote. AT to investigate installing the extractor in advance of this. AT also to mend drippy tap. JM asked AT to provide feedback to the representative of the volunteer kitchen users.
Action AT
 - 4.2. Chairs. AT reported that these were being delivered on the 22nd April 2020. John Wyeth to receive and store them. Got rid of old chairs from the changing rooms,

replaced with 5 benches made by AT and the Thursday team. Redecoration has also been done. KC to loan AT grade cleaner that might sort the rust stains on the floor. JM thanked AT and the Work Team for all the work done in the changing rooms.

5. Updates and AOB

- 5.1. Committee Administration. JM thanked all for making Teams work and hoped going forward it will enable the Committee to communicate effectively
 - 5.2. Hallmark. AT previously distributed file folders to fill up. Suggestion to upload the file on Teams so we can all cumulatively contribute to it by gathering required evidence. JM encouraged Trustees to share information in the Hallmark folder that KG will create in the CVH team site. Action KG
 - 5.3. Parish Council. DB reported concern from PC about the resident at no.82 and disquiet about access on to the playing field. Committee agreed to send him a formal letter about this. JM to draft and send letter. Action JM
 - 5.4. Proposed Modification to Car Park Lights. AT has sorted the lights and has one other to fit, suggests getting a new type of bulb. KC still looking at some suitable option. Probably about £1000 needed to replace all 3 bulbs. Another suggestion was to consult the residents.
 - 5.5. Craft Loft Rental. (DB and KG declared interest in the discussion as sitting tenants) Electricity use has been accounted for to a tune of £122 for this year and an estimated £77 for previous period. Although the tenancy agreement states the requirement for the tenants to pay for electricity use the methodology of the split wasn't laid out. A split between the tenants was suggested of DB and KG paying 1/3 and Claudia Wood paying 2/3, which was considered to be generous to CW. Committee also agreed to reduce her rent to match the other tenants during the lockdown till she vacates at the end of April. Action JM
 - 5.6. Notice JM had drafted for the playing field. KC, AT, and KG to investigate possible printers who can print two metal signs and bring quotes to the next meeting. In the meantime, laminate copies for the bar. Action KG
 - 5.7. KG to create folders on teams for various documents that are shared by the Committee.
6. **Next Meeting.** Thurs 21st May 2020 at 7pm.

K Grant

SECRETARY