

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE
MINUTES OF THE MEETING HELD ON 15TH AUGUST 2019 AT 7.00 PM
IN THE SMALL HALL

Present

John McIntosh	JM	Chairman
Karungi Grant	KG	Secretary
Karl Cleife	KC	Treasurer
Don Bartlett	DB	Vice Chairman
Murray	MMJ	
McLeod-Jones	SG	(Present for first half of meeting)
Sara Glasby		

In Attendance:

Mandy Capel	MC
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Not present:

Tom Topham	TT
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No	Item	Action
1	<p>Apologies: None</p> <p>Minutes of Last Meeting: Agreed correct</p>	
2	<p>Introduction: JM opened meeting at 7.10pm and welcomed new Trustees; Alec Thomson and Karungi Grant.</p> <p>1. Breakdown of Revised Responsibilities:</p> <ul style="list-style-type: none"> • Chair - Strategy and Policy – JM Treasurer – Finance, company administration and insurance (incl. Companies House) – KC • Vice Chair – Induction & mentoring of volunteers & staff – DB • Secretary – General administration of the Charity & the Committee (including the Charity Commission & WVHA) – KG • Hallmark and Governance Accreditation – AT • Maintenance, Fire, Health & Safety – AT • Human Resources policy and process. Website – SG • Sports, Outdoor and Physical Activity – MMJ • Youth Engagement – TT 	Chair
2	<p>Matters Arising:</p> <ol style="list-style-type: none"> 1. Hallmark audit; Alec Thomson has agreed to carry out this work, proposed by JM that he joins as a trustee was unanimously approved by the Committee. 2. Mandy has concluded transfer of cleaning of the sports hall to Jeanette as of 1st August. 3. Mandy reported a miscommunication with the soft drinks' dispenser. This will now be upgraded/replaced by the host company at no charge. 	

	<p>4. SG to compile employment contracts and staff handbook. Proformas of which will be incorporated in the Hallmark. Jeanette to be issued with a revised employment contract.</p> <p>5. Complaint about a charge made for refuse collection. KC to investigate possibility of better value for the service.</p> <p>6. KC to review role being performed by Sue Mitchell on once revised booking responsibilities fully functioning. Review in 3 months.</p> <p>7. KG to publish AGM minutes on the notice board. SG to upload minutes on the VH website.</p> <p>8. KC yet to investigate whether a recovery of £1000 is still due for the WW1 map. Possibly meet with out-going treasurer to investigate this further.</p> <p>9. Follow up on youth event and the outdoor table tennis table.</p> <p>10. JM to share electronic copy of S. Thompson's research on Broadleaze Meadows' history with SG.</p> <p>11. DB has informed PC of suggestion from JM to consolidate groups within the community by way of an annual meeting. JM willing to propose this at a future PC meeting, KG to discuss with PC Chair.</p> <p>12. DB reported that as a matter of principle, subject to the fine details, VAT on the proposed outdoor gym project will be claimed back by PC.</p> <p>13. Key safe for tractor shed keys to be installed within the VH for hirers. AT to install key safe.</p>	<p>SG</p> <p>KC</p> <p>KC</p> <p>KG/SG</p> <p>KC</p> <p>TT</p> <p>JM</p> <p>KG</p> <p>AT</p>
4	<p>Bar Management:</p> <p>1. Mandy to use a standard bar manager report format for future meetings. Format to be agreed in advance of next meeting with JM.</p> <p>2. KC reported that this month bar is just about breaking even. Mandy reported having to use bar takings for shopping basic supplies. Suggested acquiring a cheque book to ease this.</p> <p>3. Full handover took place with former manager, Chris. Mandy needs clarification on a few PAYE issues. SG to assist with this.</p> <p>4. New manager's contract yet to be finalised. New management will be a consultancy, VH to be invoiced for their service. Agreement is being made and yet to be formalised by KC into the contract.</p> <p>5. Mandy reported staff unavailability at the start. Hasn't been able to have a staff meeting yet. Total number at present stands at 4. SG to be consulted on recruitment and one of the trustees to interview and new employees.</p> <p>6. Glass washer is broken and needs repair ASAP. MC/AT to investigate and repair.</p> <p>7. Coffee Machine to be set up when electrics have been sorted.</p> <p>8. PAT testing of appliances is due, AT to review and updates.</p> <p>9. Card machine to be acquired for payments at the bar. Electronic transactions will be better for business. KC and Mandy to look through the best option to present to the committee next month</p>	<p>MC</p> <p>KC</p> <p>MC/AT</p> <p>AT</p> <p>KC/MC</p>
5.	<p>Hiring & Events:</p> <p>1. Mandy reported that business was picking up and has new events and activities planned for the rest of the year; archery, Scarecrow hunt ... Hay bales for the archery to be stored in the tractor shed.</p> <p>2. Veterans annual football is going to be on the same day as the scheduled bar events. Disco has been cancelled and paying for a disco, not viable. Open Mic still going ahead and Footballers to be encouraged to go ahead with their event subject to</p>	

	<p>the standard hire fees. It was suggested to get rid of, and agreed to do away with, the shower card in the changing rooms.</p> <p>3. Planning to air some of the games; Rugby World cup.</p> <p>4. Karaoke and Bingo Night are being considered as a matter of public demand. Mandy advised to work out bar turnover and profitability and report back to the committee for consideration. Committee however agreed to a pilot Karaoke in October.</p> <p>5. Discussion about hiring of BBQ; the proposal was to scrap BBQ hire.</p> <p>6. Fish and chips trial was promising. Conclusion being there is huge potential. VH provides the investment, Mandy and Lee are paid to manage it. Small Hall availed for eat ins. 4 more trials suggested. JM to update tenant renting space above the kitchen.</p> <p>7. Embroidery workshops planned for October in the Small Hall. To advertise in the local publications.</p> <p>8. SG to update contact details for booking on website. Mandy to follow up.</p>	<p>AT</p> <p>JM</p> <p>SG</p>
6.	<p>Treasurer's Report: Financial Report attached</p> <p>1. KC in contact with Companies House.</p> <p>2. VH had expenditure of £3200. Trading income of £2600 after donations of £3500 from PC and £1000 contribution from the Fete. £1600 bar costs (not paid from the account as Lloyds Bank hadn't yet processed the authority) KC keeping an eye on what's being paid where to reconcile the accounts. There was a loss of £250 in the month for the VH.</p> <p>3. KC confirmed that £2500 of the £3500 from the PC is ringfenced for development.</p> <p>4. KC confirmed Npower is indeed the energy supplier being paid. Ongoing liaisons with E. Berry (the agent) to follow up on getting back £4500 that was lost as a result of the discrepancy in billing.</p> <p>5. Treasurer's account stands at £1683, development fund of £1500 and a reserve of £20,000. £500 to go into the development account.</p> <p>6. KC has started appending the accounts so that Trustees can see actual contents of each account. He reported that he still doesn't have electronic access to all accounts.</p> <p>7. KC to have quarterly reports for expenditure of the Broadlease account ready for committee meetings.</p> <p>8. Mandy reported there was £100 float in the till, £300 float in the safe and there was meant to be £145 (in a tub) in the Electric room, for petty cash, which turned out to be only £127.53. KC and Mandy to agree on what floats were needed, Mandy also reported that keys have all been secured and key to the key box is now kept in the safe.</p> <p>9. KC reported £80 left in the safe, wages for an employee, went missing. Agreed to consider bank transfer payments. Security camera has been installed in the bar.</p>	<p>KC</p> <p>KC</p>
7.	<p>HR Issues:</p> <p>1. SG to meet with Mandy to go over various issues. Needs to know who holds the records/details of employees start and finish dates, for purposes of references. KC to pass on some files on employment issues from A. Levick.</p> <p>2. DB has started compiling a pack for Trustees.</p> <p>3. SG to create consistent set of email addresses for the committee. Gmail account agreed as this incorporates access calendars, etc.</p>	

8.	<p>Building & Estate</p> <ol style="list-style-type: none"> 1. AT reported that Treasurer has passed on £200 to hold for minor expenses of work done for the VH 2. AT also reported the outstanding remedial work to be done; heaters in the main hall. 3. Fence along the High Street needs replacing. AT seeking confirmation from committee to carry out work. £500 was previously approved for this. JM confirmed this was authorised and work should go ahead. 4. AT would like to replace the 'No dogs' signs that have faded – agreed. 5. New chairs: AT will provide some samples at the next committee meeting. 6. AT to reinstall the service of a window cleaner as all windows could do with a regular clean, Committee agreed. 	
9.	<p>Updates & AOB</p> <ol style="list-style-type: none"> 1. No update from Murray on the outdoor gym at this stage. MMR reported having resolved the issue of miscommunication with booking for Codford football Veterans. 2. JM suggested MMJ ask TT to work with him on the outdoor gym proposal. KG to pass on TT email address to MMJ 3. JM queried if contact details from Charity Commissions have been passed on. KG to take on Charity Commissions. 4. AT gave an overview of the Hallmark and will source drafts of the procedures therein, plus advice from Community First on Hallmarks Awards, to create a 'bible' so to say, of how the committee should be handling things. 5. DB reported on the AED, having just signed an AOU. Suggested if the new cabinets could be self-installed. AT offered it could be done. 6. Chillout area is not complete, DB to report back to PC. 	<p>KG</p> <p>KG</p>
10.	<p>Date of next meeting: 19th September 2019 7pm in the Small Hall</p>	

Signed on original:

K Grant

Secretary