

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING  
MINUTES 13 AUGUST 2020**

<p><b>Present:</b> John McIntosh JM Don Bartlett DB Karl Cleife KC Alec Thomson AT Karungi Grant KG</p> <p><b>In Attendance:</b> Lee Capel LC Mandy Capel MC</p>	<p>Jamie Rideout JR Anneka Perring Karen Bentley Barbara Highman</p> <p><b>Apologies for Absence:</b> None</p>
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1. **Apologies for Absence:** None
2. **Introduction.** Chair welcomed Karen, Barbara, Anneka and Jamie to the meeting. Introductions followed and chairman gave a summary of how the CVH charity and CBB Ltd are run, as two separate entities. Minutes were approved and accepted.
3. **Matters Arising.**
  - 3.1. The Hall and Broadleaze bar now open with business running over 3 days per week.
  - 3.2. JM reported contacting the CTC and proposed two documents, one for the VH constitution and the other as received from CTC. **Action JM**
4. **Treasurer's Report.** Attached
5. **Building and Estate**
  - 5.1. AT advised that if extra air inflow was needed for the kitchen extractor the exit door should be left partially open.
  - 5.2. AT reported works on the extractor carried on with £30 spent on replacing the cladding that was vandalised. JM thank AT and his team for all the work they are doing.
  - 5.3. AT to contact Russ to level topsoil that has been deposited on the grounds.
  - 5.4. PC have agreed to supply two waste bins to replace the two near the ball court
  - 5.5. Chiller on the wall – AT to verify with LC what the problem was. **Action AT**
6. **Updates and AOB**
  - 6.1. **Committee Administration**
    - JM to log into Companies House and update. Afternote, JM verified he has access to view the account only and KC is to contact the accountant to load up last year's accounts and adjust the details of

directors. Once that is dealt with a verified password for the treasurer to keep the site updated is to be arranged. **Action KC**

- JM to provide MC and KG with access to the website via the GO DADDY account. **Action JM**
- Insurance documents to be uploaded on to Teams. **Action KC**
- KC to seek to include product liability for food consumed off the premises in the current insurance. **Action KC**

#### 6.2. **Hallmark**

AT noted that until a viable committee is realised, completing the Hallmark is not realistic.

#### 6.3. **Parish Council**

- DB reported that PC had approved and will fund for a picket fence round the WW1 trees. AT to liaise with Cllr Thornton.
- GOGA (Get out and get active) attended PC meeting and introduced the project. PC agreed to support the project. VH will be hired for some of the proposed activities

#### 7. **Next Meeting.**

Thurs 17<sup>th</sup> Sept 2020 at 7pm.

K Grant

SECRETARY

**CODFORD BROADLEAZE BAR DIRECTORS MEETING**

**MINUTES 13 AUGUST 2020**

<b>Present:</b> John McIntosh JM Don Bartlett DB Karl Cleife KC Karungi Grant KG	Lee Capel LC Mandy Capel MC Jamie Rideout JR Anneka Perring Karen Bentley Barbara Highman
<b>In Attendance:</b> Alec Thomson AT	

1. **Apologies for Absence:** None
2. **Introduction** - Minutes of the previous meeting were approved.
3. **Matters Arising** - None
4. **Bar Management.**
  - 4.1. Manager's Report: is attached.
  - 4.2. Profit Assessment
    - MC and KC reported a possible break even in the 3 weeks of opening. MC reported both quiet and busy nights. Organising free Juke box and with the current booking, there should be an increase in the footfall.  
KC proposed and provided a form to be completed, with a formula that works out the basic income daily; a daily record of the what the income is.
    - JM thanked MC and LC for re-opening the facility and managing it beautifully.
    - MC thanked AT for installing the extractor and the perspex screens.
5. **Hiring Events**
  - 5.1. MC reported a modification on cleaner's hours to accommodate use of the hall out of the 3 day opening times. MC also reported everything was on track for the veteran's booking for the 22<sup>nd</sup> August
  - 5.2. MC reported that the Veterans footballers have requested use of the field and they will need to have their own risk assessment and changing rooms will not be available.
  - 5.3. Clubbercise waiting for go ahead for gyms. Hirers new forms to ensure the onus is on them to ensure the group's safety.
  - 5.4. Age UK have booked the sports hall on Tuesdays
  - 5.5. Band practice on Sundays
  - 5.6. JR proposed considering catering the food for Skittles. MC to explore this.
6. **CBB Financial Report**

Attached.

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KC reported that records on Companies House were not up to date, Directors were confirmed and KC to proceed to upload the confirmation report with Companies House

Commented [KG1]:

**Next Meeting.**

17th September 2020 at 7pm

K Grant

SECRETARY

CBB - NOT FOR PUBLICATION

**CODFORD BROADLEAZE BAR**  
**MONTHLY BAR MANAGER REPORT**

**DATE: 31/07/2020**

Serial	Title
1	Monthly activity and takings: <b>Total takings: £1713.85 Bar sales 1135.85,</b> <b>Games machines, Fish &amp; Chips 578 spent 301.80, Football pitch, Card Takings, 1681</b> <b>charges £17.69</b>  <b>Aug 5877.38, Sept 6164.45, Oct 5865.75, Nov 6057.72, Dec 8118.13, Jan 6274.84,</b> <b>Feb 5012.06, March 3514.45, April 1125.8, May 641.00, June 1062.67, July 1713.85</b>  <b>craft loft reading 4314-</b>
2	Staffing: Food courses have been purchased, Pizza and burgers are selling, thinking chips and cheesy nachos yet
3	Equipment Issues:
4	Building Issues: Made building covid safe, cost £343.09
5	Future planned events: veterans football match, free duke box, DJ not sure if the government will allow, if so 100.00 fee. Barford hornets are playing friendlies and are good for bar takings 380.15, will play a couple through some of the weeks, think it's a good idea to open for those games.
6	Health and Safety:
	Accidents and accident book entries: Nil
8	Cleaning Issues:
9	complaints:
10	Band practice every Sunday now, Some Hall regulars looking at coming back in September if Government allows

Signed  
Mandy and Lee Capel

Manager, Codford Broadleaze Bar

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CODFORD BROADLEAZE BAR				MONTHLY REPORT			MONTH ENDED May 1/6-2/08				MONTH 7			
WEEK	TOTAL	BAR	GAMES	FISH&CHIPS	FOOTBALL									
	TRADING	TRADING	MACHINES		Not added	misc								
14	211.30	10.80		200.50										
15														Extractor fitted
16	137.00	8.00		129.00										
17	£459.15	359.15		100.00										
18	906.40	757.90		148.50										
	1,713.85	1,135.85	-	578.00										
<b>Cash Total</b>														
CASH		BAR	cheque/cash		Cleaning	FISH & CHIPS	HALL	Greenking NOT INCL						cash used towards shopping
EXPS	Total Trading	Cleaner	Bookers	Bar Staff	Products	incl Bidfood	Misc/bar	Advertising	holiday pay	Ent/decs	Bar food	Covid	Cleaning	Bar EXCL GK
14	109.54	87.39	97.04	263.14	11.99	74.39	13.70							109.54
15	70.50	87.39		263.14								70.50		70.50
16	287.47	87.39	456.66	263.14		221.03						253.39		£287.47
17	181.63	137.50	141.79	305.31	5.00	6.38	113.35				45.04	19.20		£181.63
18	179.30	95.00	115.90	305.31										£179.30
	828.44	349.56	811.39	1,052.56	16.99	301.80	127.05	-	-		45.04	343.09		£828.44
Izettle excl FP 1681 For the month of July to 2 August														
		TRADING				BANKINGS						£17.69		charge
carried forward not added		159.81	End float	Start float 698.35		WEEK	CASH	CARD/FP / LINK	Card charges					
receipts cheque not		811.39	incl Bidfood			14	78.80	132.50	2.73					
Staff wages not incl		1402.12				15						117.27	06/07/20	
Add Receipts		1,713.85				16	39.00	98.00	1.85			414.85	27/07/20	card pay 1459.95
Less Payments		828.44		Taken from the float		17	39.00	420.15	7.8			40.95	31/07/20	dep/fp 1371.59
Refund						18	97.10	809.30	5.33			750.52	03/08/20	= -88.36 last dep 3
Less Card		1,459.95				TOTAL	253.90	1,459.95	17.71			1323.59		card charge 17.69
Less cash Bankings		253.90										48.00	Faster payments	-70.67
		1,713.85		-70.67 out of sync izettle deposit			1713.85					1371.59		

CBB - NOT FOR PUBLICATION

Product sales report												
Company name		CODFORD BROADLEAZE BAR LIMITED										
Company number		09711681										
Period:		01/07/2020 - 02/08/2020										
Name	Variant	Category	Sold quantity	Sold amount (GBP)	Returned quantity	Returned amount (GBP)	Discounts deducted (GBP)	Total quantity	Unit	Total excluding VAT (GBP)	Total VAT (GBP)	Total including VAT (GBP)
San miguel	Pint		68	244.80		0.00	0.00	68		204.00	40.80	244.80
Thatchers gold	Pint		60	198.00		0.00	0.00	60		165.00	33.00	198.00
fish and chips	Cod and chips		40	306.00		0.00	0.00	40		255.00	51.00	306.00
Ale	Pint		35	115.50		0.00	0.00	35		96.25	19.25	115.50
Custom Amount			28	255.85		0.00	0.00	28		255.85	0.00	255.85
Snacks	Reduced snacks		25	5.00		0.00	0.00	25		4.17	0.83	5.00
Cans	Coke		19	19.00		0.00	0.00	19		15.82	3.18	19.00
Cans	Diet coke		18	18.00		0.00	0.00	18		15.01	2.99	18.00
Alcohol bottles	Corona		17	45.90		0.00	0.00	17		38.25	7.65	45.90
Snacks	Chocolates		13	9.10		0.00	0.00	13		7.58	1.52	9.10
Alcohol bottles	Bud light		13	31.20		0.00	0.00	13		26.00	5.20	31.20
fish and chips	Haddock and chips		11	88.00		0.00	0.00	11		73.36	14.64	88.00
Alcohol bottles	Budweiser		11	29.70		0.00	0.00	11		24.75	4.95	29.70
Snacks	Crisps 65p		9	5.85		0.00	0.00	9		4.88	0.97	5.85
fish and chips	Cod only		7	28.50		0.00	0.00	7		23.75	4.75	28.50
Snacks	Crisps		7	4.90		0.00	0.00	7		4.08	0.82	4.90
Alcohol bottles	Kopperberg		6	19.20		0.00	0.00	6		16.01	3.19	19.20
Whitley Neil	Single		6	20.60		0.00	0.00	6		17.17	3.43	20.60
Cans	Rio		5	5.00		0.00	0.00	5		4.16	0.84	5.00
fish and chips	Large Cod and Chips		5	47.50		0.00	0.00	5		39.60	7.90	47.50
Wine and prosecco	Red 175ml		5	20.00		0.00	0.00	5		16.65	3.35	20.00
Cans	Fanta		4	4.00		0.00	0.00	4		3.32	0.68	4.00
Non Alcoholic bottles	Koppenberg		4	12.80		0.00	0.00	4		10.68	2.12	12.80
Guinness	can		4	10.00		0.00	0.00	4		8.34	1.66	10.00
fish and chips	Scampi and chips		3	24.00		0.00	0.00	3		20.01	3.99	24.00
Juice Bottles	J20		3	4.80		0.00	0.00	3		3.99	0.81	4.80
Snacks	Easter egg		3	1.80		0.00	0.00	3		1.50	0.30	1.80
Snacks	Cheddars		3	2.10		0.00	0.00	3		1.75	0.35	2.10
Snacks	Nuts		3	2.10		0.00	0.00	3		1.74	0.36	2.10
fish and chips	scampi		3	13.50		0.00	0.00	3		11.25	2.25	13.50
Pizza	BBQ meat feast	Food	3	12.00		0.00	0.00	3		12.00	0.00	12.00
Speckled hen	Pint		3	9.90		0.00	0.00	3		8.25	1.65	9.90
fish and chips	Large Cod only		2	12.00		0.00	0.00	2		10.00	2.00	12.00
Cans	White lemonade		2	2.00		0.00	0.00	2		1.66	0.34	2.00
fish and chips	Chips		2	6.00		0.00	0.00	2		5.00	1.00	6.00
Cans	Vimto		2	2.00		0.00	0.00	2		1.67	0.33	2.00
Cans	Dr Pepper		1	1.00		0.00	0.00	1		0.83	0.17	1.00
Mixers	coke/lemonade/soda		1	1.00		0.00	0.00	1		0.83	0.17	1.00
San miguel	1/2		1	1.80		0.00	0.00	1		1.50	0.30	1.80
Pizza	Four cheese	Food	1	4.00		0.00	0.00	1		4.00	0.00	4.00
food	Rustler burgers		1	3.00		0.00	0.00	1		3.00	0.00	3.00
Ale	1/2		1	1.65		0.00	0.00	1		1.38	0.27	1.65
Cans	Lilt		1	1.00		0.00	0.00	1		0.83	0.17	1.00
Rustler burgers	Bbq rib	Food	1	3.00		0.00	0.00	1		3.00	0.00	3.00
Rustler burgers	Sausage muffin	Food	1	3.00		0.00	0.00	1		3.00	0.00	3.00
Wine and prosecco	Rose 175ml		1	4.00		0.00	0.00	1		3.33	0.67	4.00
Juice Bottles	Sparkling water		1	1.00		0.00	0.00	1		0.83	0.17	1.00
Pizza	Pepperoni	Food	1	4.00		0.00	0.00	1		4.00	0.00	4.00
Cans	Fanta zero		1	1.00		0.00	0.00	1		0.83	0.17	1.00
Snacks	Flapjacks		1	0.70		0.00	0.00	1		0.58	0.12	0.70
fish and chips	Haddock only		1	4.50		0.00	0.00	1		3.75	0.75	4.50
Rustler burgers	SF chicken burger	Food	1	3.00		0.00	0.00	1		3.00	0.00	3.00
Whitley Neil	Double		1	6.60		0.00	0.00	1		5.50	1.10	6.60
<b>Total</b>										<b>1448.69</b>	<b>232.16</b>	<b>1680.85</b>