

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING  
MINUTES 15 OCTOBER 2020**

<b>Present:</b> John McIntosh JM Don Bartlett DB Alec Thomson AT Karungi Grant KG Barbara Highman BH	<b>In Attendance:</b> Mandy Capel MC <b>Apologies for Absence:</b> Karl Cleife KC Karen Bentley KB Jamie Rideout JR
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1. **Introduction.** Minutes were approved and accepted.
2. **Matters Arising.** The Hall and Broadleaze bar now open with business running over 3 days per week.
3. **Treasurer's Report.** KC has yet to complete a reconciliation of the bar accounts before presenting them to the accountants. This is required to complete the accounts for the FY 2019 to 2020 so that they can be published.
4. **Building and Estate**
  - 4.1. AT reported more work has been done on the Millennium garden, trimming back overgrown trees. Ongoing.
  - 4.2. AT reported that the new bins have been installed and the Thursday team have volunteered to take on responsibility of emptying these.
  - 4.3. New racking system has been built in the tractor shed to keep it tidy and better organised.
  - 4.4. The flushing system in the men's urinal has been replaced and is running superbly. As a result, the U-bend is backing up. AT to sort this out.
  - 4.5. A quotation of about £400 was received to cut down the leylandii hedge to about 8ft high. Committee agreed to a budget of £500 to get the job done.
  - 4.6. AT also reported that there was an oversight on letting RT tip the soil on VH grounds as this was excavated soil and was not tested to ensure it is compatible to the VH grounds. Committee noted this as a lesson learnt.
  - 4.7. JM offered a vote of thanks to Alec and the Thursday team for all the work they continue to do for the VH.
5. **Committee Administration**
  - 5.1. JM has settled the subscription for the GODADDY account for the VH website
  - 5.2. KG to upload VH minutes on the website. **Action KG**
  - 5.3. Insurance documents to be uploaded on to Teams. **Action KC**
  - 5.4. KC waiting for proposed alternatives and what the premium would for take away service. **Action KC**
6. **Hallmark**

6.1. AT doubts we would be getting an assessment with all the changes that are currently taking place in the committee. Trustees however need to keep updating the Hallmark document accordingly.

**7. Parish Council.** KG to take the issue of possible letting VH grounds for allotments to PC. CVH happy to support PC's intent to establish allotments in principle but would request that legal advice on drawing up contracts with tenants and any other set up costs (such as for clearing the area and reducing tree height for light) to be funded by PC or the potential allotment holders. **Action KG**

**8. AOB.**

8.1 GOGA has a volunteers programme on Community Organising scheduled for the 9<sup>th</sup> November in the VH.

8.2 Jeanette has expressed a need for a floor cleaning machine that will enable her to keep up with the demanding cleaning schedule she has to adhere to given the current situation. KG reminded the committee that this had been approved years back but was never purchased. KG to liaise with Jeanette to find one and present a quote to the committee. **Action KG**

**9. Next Meeting.** The Meeting closed and was followed by a Directors' meeting of the CBB Ltd.

Thurs 19<sup>th</sup> November 2020 at 7pm.

K Grant

SECRETARY