**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING**

**MINUTES 17 SEPTEMBER 2020**

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| **Present:**John McIntosh JMDon Bartlett DBKarl Cleife KCAlec Thomson ATKarungi Grant KGBarbara Highman BH | **In Attendance:**Mandy Capel MC**Apologies for Absence:**Karen Bentley KBJamie Rideout JR |

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.** Report **at**tached. 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**
	1. AT reported a lot of work has been done on the Millennium Garden. The team has been mowing.
	2. People had been dumping garden rubbish on the bonfire pile at the back of the VH hall. All to be vigilant and to discourage this carrying on.
	3. The flushing system in the men’s urinal is faulty and AT proposed replacing it with a more up to date efficient system at a cost of £170. A budget figure of £200 was agreed.
	4. AT reported he has got the lights working on the extractor and has had reported comments have been made how the fish and chips smell in the VH has lessened, thanks to the new extractor.
	5. PC have agreed to supply two waste bins to replace the two near the ball court
	6. Chiller on the wall – AT reported he’d been in touch with the company and established nothing was wrong with the fan and it’s operating correctly.
	7. Proposal to rent a portion of the field for purposes of allotments. AT clarified the intention being to speed up the provision of allotments in the community following a request to the PC by some members of the community. KG confirmed that PC is indeed looking for suitable sites for about 12 allotments. Discussion to rent out a portion of the rough space on the edge of the field. PC to be consulted. Suggestion was also made to walk the site, scheduled for Sunday 20th Sept at 11am. **Action DB & KG**
	8. JM asked whether the Trustees would consider it appropriate seeking to sell any unused margins of land to boost the Charity’s funds? The Trustees voted against this.
5. **Committee Administration**
	1. JM reported that GODADDY account for the VH website has expired and he will sort it out with KC. Action JM & KC
	2. MC and KG were provided access to the website via the GO DADDY account. KG to upload/publish VH minutes on the website once it is active again. **Action KG**
	3. Insurance documents to be uploaded on to Teams. **Action KC**
	4. KC reported that CVH’s insurers do not offer product liability for food consumed off the premises, KC waiting for proposed alternatives and what the premium would be. **Action KC**
6. **Hallmark**
	1. JM acknowledged that redrafting the T&Cs in respect of the Tennis Club rests with him as part of the rewrite linked to the Hallmark work. That will be addressed in due course when redrafting is undertaken.
	2. 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. **Next Meeting**. The Meeting closed and was followed by a Directors’ meeting of the CBB Ltd.

Thurs 15th October 2020 at 7pm.

K Grant

SECRETARY