

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING
MINUTES 20 FEBRUARY 2020

Present:

John McIntosh JM
Don Bartlett DB
Alec Thomson AT
Karungi Grant KG

In Attendance:

Lee Capel LC
Mandy Capel MC

Absent

Tom Topham TT

Apologies for absence:

Karl Cleife KC
Sara Glasby SG
Murray McLeod- Jones MMJ

2. Minutes of Last Meeting.

Minutes were approved and accepted.

3. Matters Arising.

- a. Thank you letter from the Thursday Volunteer team.
- b. AT reported the order for the new chairs is in and would be delivered by the end of the month.
- b. Plans for Codfest:

Risk assessments done for every event.

Source PA system, MC to contact organiser of the Vintage Nostalgia

Pianist booked for 2 hours (£70 for 45 mins)

Navy Lacks (donations to Parkinson's disease)

DJ Joshie on standby

Bouncy Castle

Banners and 6 rack Ale from Greene King.

MC suggests using the sports hall with the patio doors open and marquees to extend outdoors to cope with weather. JM revisited the need for MC to deliver a financial plan

(estimates/income against expenditure) for Trustees to decide. Decision also needs to be made on whether this will be a ticketed event or not. LC to look at cost of hiring temporary fencing. **Action MC & LC**

- MC would like to acquire outdoors games that kids can hire from the VH during the summer. Costing for this to be presented next meeting. Action MC
- KG to knock up posters and flyers for MC for 'What's On' that month, for a limited cost. JM offered to print flyers if given in advance. Also advertise on Spire FM.

ACTION MC, JM, KG

b. Regulating bar opening: when business is low, bartenders should close-up. MC to optimise profitability of the bar daily, through the month, to identify which days bar will be open.

Action MC

6. Building & Estate.

- a. AT and KC had a looked around the facility with a view to workout a way to reduce the electric bill.

AT has investigated installation of the extractor fan for the VH kitchen. Trustees discussed and agreed to get quotes for the extractor and replacing the entire kitchen as a long-term development plan. **Action AT**

- b. AT noted that the JCB that was used to clean the gutters was borrowed from a member of the community.
- c. JM reported complaints received about the kitchen being very cold for the hirers. Suggestion to investigate a whole new fully kitted kitchen. AT to get a separate quote. **Action AT**
- g. Dishwasher still tripping. Suggestion to get the technician in to look at it. **Action AT**
- h. Nigel will be back to look at the lighting in the car park, which has been playing up. **Action AT**

7. Updates and AOB

a. **Hallmark and Governance Accreditation**

AT has sent out to all trustees the file of evidence and all the information needed for the assessors to compile. Agreed to have a folder at the next meeting.

b. **Tennis Club & Grant application**

JM met with chair of the Tennis Club and advised VH taking on the management of the courts and the tennis club keep maintenance of the nets and court marking and then tennis club would then pay a hirers fee/rent for use of the facility.

Trustees discussed this and agreed to invite the independent fundraiser to a meeting to consider his proposal. **Action KG**

c. **Status of Broadleaze Field**

JM share information on this issue and trustees agreed to have this published in community publications. KG to share Karen's email address. JM proposed a new sign. KG to contact Landmarc to produce the sign.

d. **Police visit to VH**

AT reported that Martin O'Neill, Licensing Officer, and PCSO Candida Jackson visited the VH on Fri 7 Feb., together with Mike Davidson, and recommended a few strategies to aid with security concerns at the village hall. Suggestion was made to install a couple of dummy security cameras.

- e. KC to confirm with accountants if it is possible to have accounts completed before he proposed date; 18th May. Which is the date Parish Council has scheduled for the Village meeting. **Action KC**

- f. Emails still not working, suggestion to break up the trustee shared email account into individual email accounts e.g sport, estates, youth, HR. **Action SG**

8. Next Meeting.

19th March 2020 at 7pm

K Grant

SECRETARY