

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING**  
**MINUTES 16 JANUARY 2020**

**Present:**

John McIntosh JM  
Karl Cleife KC  
Alec Thomson AT  
Sara Glasby SG  
Karungi Grant KG

**In Attendance:**

Lee Capel LC  
Mandy Capel MC

**Absent**

Tom Topham TT

1. Apologies for absence:

Don Bartlett DB

Murray McLeod- Jones MMJ

2. Minutes of Last Meeting. Chair thanked AT for producing minutes for the previous meeting in the absence of the secretary. Chair also thanked KC for securing the refund of £3420, Mandy and Lee for ensuring a 5 star on the environmental inspection and AT for working with Nigel Charteris to sign off the electrical installations in the VH.

Minutes were approved and accepted.

3. Matters Arising.

a. Committee proposed and agreed to £200 as a token of gratitude for the Thursday Club. **Action KC**

b. JM to share the legalities surrounding the ownership of the Village green with trustees. **Action JM**

6. Building & Estate.

a. Nigel Charteris has a document to say the building now complies with all the regulations, following all the extensive electrical work carried out.

b. Thursday team has cleared the gutters and drains. AT to hiring a JCB and cage to clear the higher gutters. New turf has been laid on the bare ground outside the patio doors

c. Café morning complained about heating. AT suggested the bring in a plugin heater rather than reset the timers on the heaters for one morning in the week.

e. AT has done an audit of what we have. Proposal to purchase 40 folding chairs that stack up in a trolley, to replace 120 of the very old and dirty chairs. **Action AT**

f. The timer to the Carpark lights may be faulty. AT has sorted out the issues of the timers on the Car park lights. Suggestion to find out what the actual load is on the usage of electricity, so that a figure is calculated for replacement bulbs for the year.

**Action AT**

7. Updates and AOB

a. KC to confirm with accountants if it is feasible to have accounts completed before he proposed date; 18<sup>th</sup> May. Which is the date Parish Council has scheduled for the Village meeting. **Action KC**

8. Next Meeting. 20 Feb 2020 at 7pm

K Grant

SECRETARY