

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

<p>Present: John McIntosh JM Don Bartlett DB Karl Cleife KC Alec Thomson AT Karungi Grant KG</p> <p>In Attendance: Lee Capel LC Mandy Capel MC</p>	
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1. **Apologies for Absence:**

None

2. **Introduction.** Minutes were approved and accepted

3. **Matters Arising.**

1. FINACIAL STEPS MOVING FORWARD

3.1. The Hall and Broadleaze bar remain closed. Mandy and Lee to formulate a plan for opening and present to the Trustees for approval. **Action MC and LC.**

3.2. JM reported headmaster had responded to the offer of the VH space by asking if they could store some furniture to free up a classroom at the school. Furniture has been stored in the loft music studio.

3.3. Proposal from CTC for relations with VHMC. **Action JM**

4. **Treasurer's Report.**

4.1. KC reported that the only bills for the month were the standing orders accountancy and insurance. KC has managed to get Npower to charge the correct amounts.

5. **Building and Estate**

5.1. The new extractor has been installed. From the budget of £2000, the total cost came to £1800. DB proposed a vote of thanks to AT and team for all the work the put into the installation AT reported a ten-man-days work to get the extractor installed. Naughty kids had damaged the outside wall covering which will need repairing. LC pointed out that an inlet was needed, AT to sort this out. **Action AT**

5.2. AT had received an estimate quotation from Howdens of £12000 and £5000 for the labour. He reported that we had sufficient information to fundraise for the new kitchen, an estimate of £20,000 to cover all costs including the flooring that was not in Howden's quote. DB to take the lead on fundraising. KC reported reserved account at around £25,000 and about £4200 in the business account. Suggestion to spend the PC grant monies on community use goods like a new dishwasher, etc...

5.3. AT reported the disposal of the carpet bowls that was bequeathed o the VH (not in use anymore) by Mr Rodney Burt is to go ahead. Proceeds to go to a charity.

- 5.4. Broadleaze signs have been made and AT has installed them at both entrances. AT also reported carrying out a safety check and cleaning up the play area before it was opened on Saturday. Vote of thanks was noted to the Thursday group.
- 5.5. AT requested replacing three waste bins on the field, referred to PC
- 5.6. Chiller on the wall – AT to verify with LC what the problem was. **Action AT**

6. Updates and AOB

6.1. Committee Administration

JM and KC to share log in details with KG. KG to update the committee list of Trustees. Update the booking price list. **Action KG**

JM brought to light the issue of authorising money spending. SOPs were referenced and a proposal that the Chairman, Vice Chair have authority to authorise up to £200 in respect of additional expenditure with the Treasurer having authority to pay bills up to £1000. KG to email KC the SOP file. **Action KG**

- 6.2. JM has since been in touch with SG who is happy to help on occasion. JM waiting for accounts from KC to complete his chairman report and have it published. **Action JM**
- 6.3. AGM – Agreed to hold village meeting with PC, date to be decided in due course.
- 6.4. KC noted that details of the insurance policy and certificates are displayed in the VH. Insurance documents to be uploaded on to Teams. **Action KC**
- 6.5. Chairman of PC followed up with the police about the nuisance substance abuse and was advised to report incident when it occurred.
- 6.6. AT has installed a lock on the VH bin.
- 6.7. GOGA (Get out and get active) has been referred to PC as it is a community project. VH to be consulted for booking of venue for activities.
- 6.8. KC reported no product liability for food consumed off the premises in the current insurance. KC to follow up on this. **Action KC**
- 6.9. JM informed the committee of KC's notice to stand down as treasurer. He has given a 3 months' notice. JM appealed for members look out new committee members. KG was approached by the manager Carons Care, Ms Bentley, she volunteered to come onto the committee. JM to contact her to follow up. **Action JM**
- 6.10. **Hallmark**
AT suggested the version on teams was old and a newer one needed to be uploaded. AT has already included the bulk of the documented, just needs updating/amending. Hallmark document being the core should not have information that needs regular updating.
- 6.10 **Parish Council**
PC following up on the nuisance substance abuse in the village. DB shared how the VH has been affected by the lockdown and the £10000 grant would go to cover this.

7. **Next Meeting.** Thurs 20th August 2020 at 7pm.

K Grant

SECRETARY

