

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING
MINUTES 18 JUNE 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 offering the use of the VH to the local primary school.
 - 3.3. JM reported a singer and band would like to use the hall for band practice. MC to follow up with the group. **Action MC**
 2. TENNIS COURTS
 - 3.4. Proposal from CTC for relations with VHMC was discussed and it was agreed summarise and adopt, with a couple of issues JM to follow up on the priority times for CTC using the courts. Trustees suggested maybe have one court entirely designated to CTC and the other for the community. Query putting a lock. **Action JM**
4. **Treasurer's Report.**
 - 4.1. Report attached.
5. **Building and Estate**
 - 5.1. AT reported that the Thursday group continues to operate as usual. He has been to Howdens and has looked at some proposals and is waiting for quotations. He also reported they would be giving recommendations for the extractor. Committee agreed to install an extractor to go over both cooker and deep fat fryers. **Action AT**
 - 5.2. Proposal for the extractor is available, AT to lead on the way forward in keeping with the design for the kitchen. MC to forward details for the extractor supplier. **Action AT and MC**
 - 5.3. Chiller on the wall needs looking at as is not turning off as it should. **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**
 - 6.2. JM reported that MMJ has stepped down from the committee.
 - 6.3. JM to send thank you note to members who have stood down. JM to complete his chairman report and have it published. **Action JM**
 - 6.4. AGM – Agreed to hold village meeting with PC, date to be decided in due course.
 - 6.5. Potential drugs and substance use complaint made, was discussed, and committee agreed to refer it to the Parish Council to deal with.
 - 6.6. JM proposed that all minutes would from now on be achieved as an electronic copy. Trustees agreed. Insurance documents to be uploaded on to Teams. **Action KG and KC**
 - 6.7. Nuisance behaviour reported on the facility. Trustees agreed to refer matter to PC
 - 6.8. Contribution of £400 to be made by persons who have asked to dump some topsoil on the edge of the village hall grounds
 - 6.9. AT reported that the H hall bin is being abused. Trustees agreed to put a lock on the bin. **Action AT** Suggestion was made to publish a notice appeal to the public to desist from using the VH bin as this incurs a cost to the charity.
 - 6.10. GOGA (Get out and get active)
Mandy not available to update on this.
 - 6.11. KC reported no product liability for food consumed off the premises in the current insurance. KC to follow up on this. **Action KC**
7. **Next Meeting.** Thurs 16th July 2020 at 7pm.

K Grant

SECRETARY

