

**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING
MINUTES 21 MAY 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>	<p>Apologies for Absence: None</p> <p>Absent: Murray McLeod-Jones MMJ</p>
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1. **Introduction.** Minutes were approved and accepted
2. **Matters Arising.**
 - 2.1. JM reported that 2 committee members have resigned. Committee have expressed their appreciation and thanks to both Tom Topham and Sara Glasby for contributions made while in office.
 - 2.2. Email sent to Tennis Club was shared and engagement with the Tennis club on the issue of restoring a new fence was discussed.
 - 2.3. Private Functions. The Hall remains closed till further notice.
3. **Treasurer's Report.**
 - 3.1. Report attached.
 - 3.2. Committee agreed that grass cutting schedule to carry on as has been. MC has been in touch with Mark who advised cutting every two to three weeks.
 - 3.3. KC concerned about unusually high-power consumption, investigations in place to locate what is causing this. **AT to review**
4. **Building and Estate**
 - 4.1. Chairs. AT reported that 40 new chairs have been delivered. Retained 40 of the old ones. Metal from the old chairs was donated to Alabare warehouse for scrap metal.
5. **Updates and AOB**
 - 5.1. Committee Administration. KG to update the committee list of Trustees because of resignations. Update the booking price list. **Action KG**
 - 5.2. JM reported that although TT has stood down, he has offered to be available to help when needed in any scheduled work parties. SG to be asked to remain as adviser on HR issues. **Action JM.**

- 5.3. AGM - Annual Accounts and Chairman's Statement would be published once audited accounts ready. A physical village meeting to be held, preferably together with the PC, once Lockdown is over. The future of the committee to be raised then. DB to confirm whether PC agree idea of joint meeting. **Action DB**
 - 5.4. Hallmark. AT has now uploaded the file on **Teams**. Members to access and complete tasks as required. **All**
 - 5.5. JM has contacted the chairman of the Parish Council and agreed future issues such as these would be referred to the CVHMC to deal with. JM drafted a letter which was shared with the committee and later delivered to Mr. Hutchins. He signed and accepted the letter and a copy has been filed.
 - 5.6. Street Lighting - AT has identified a solution and will get them all sorted in due course. KC suggested planning for replacement of the bulbs in a year's time.
 - 5.7. Craft Loft Rental. KC confirmed final settlement of £150 for the tenant who has moved out. Sue to invoice her. Committee agreed not to actively seek another tenant.
 - 5.8. MC to make temporary laminated copies. KG to follow up on the metal signs. **Action KG**
 - 5.9. Russ Topham has asked to dump residue topsoil from his building project on the edge of the playing field. AT recommends it would be helpful for the ongoing efforts of the Thursday team to level the area and gradually make it good. Suggestion to ask him for a contribution to the VH and agree to be acting as an advisor for organising future public events.
6. **Next Meeting**. Thurs 18th June 2020 at 7pm.

K Grant

SECRETARY

