CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES
20th AUGUST 2026

Trustees Present:	**Apologies/Absent:**
John McIntosh JM* Chair John Curtis JC* Nicky Cornock NC* Secretary Chris Gwynne CG Sarah Palmer SP *Indicates also CBB Director	Jamie Rideout JR Karungi Grant KG Lysa Hutchings LH **In attendance:** Jim Bullock JB

ITEM	POINTS COVERED	ACTION
1	**Introduction** a. Matters arising specific to any agenda item are shown in the appropriate section below. b. The minutes from 18th July 2026 were approved.	
2	**Financial Report** a. The CVH and CBB Management Accounts and CBB management accounts for July 2026 were forwarded to trustees and committee members. b. JC confirmed that Utility Aid are not a not-for-profit company. Their income is generated via successful contracts they negotiate with energy suppliers. JC and JB will investigate alternative suppliers and report their findings to the Committee closer to the end of current contract date. c. The BT equipment has been returned by AT using the Royal Mail tracking service to confirm delivery. d. JC advised that Wessex Internet had confirmed that the existing 01985 phone number should be able to be retained. There is a telephone in CBB which may be able to be used to connect to it. JC will investigate and confirm if this is the case. If not, a new phone will need to be purchased. *After meeting notes: 1. Email received from BT confirming that the telephone handset should have also been returned. CG will deal with this. As a new phone is needed JM will need to action this. 2. Wessex Internet were not successful in retaining the old number, so a new one 01985 878009 has been allocated.* e. The information needed by the accountants regarding 2025/2026 accounts has been forwarded to them which will enable them to sign off the accounts. Once this is done CVHMC will be able to arrange a date for the CVH and CBB AGMs potentially in September 2026. f. SP confirmed that CBB can only broadcast sport via the terrestrial system. Sky TV, for example, is very expensive and not cost effective. She will ensure appropriate publicity regarding sport TV is made available and forwarded to web admin to ensure maximum publicity.	**CG/JM**

	And she will investigate other options, eg TNT.	**SP**
3	**Trading, Events and Rentals**	
3.1	**Bar Managers Report** a. Monthly activity and takings: 04/07 Party; Football Friendlies – 11/07, 18/07 C 25/07. 22/07; Monthly Quiz Night 25/07 b. There was a provisional booking for a party finishing college but no response via phone or email when Janine tried contacting them to confirm. c. Takings wise, we were up on the previous month. d. Bar Events/Support: Monthly quiz nights still taking place. e. Bar Support to Upcoming Events: Football Friendlies – 01/08 and 08/08. 14/08 – Engagement Party. 15/08 – Wedding Reception f. Any equipment or building issues: Ladies toilets C sinks – now sorted, Telephone behind bar not working. The glass washer in bar not is not heating up. This is an ongoing issue and there may be a need to replace it. Costings need to be obtained.	
3.2	**Events** a. KG continuing to publicise Car Boot Sales, investigating other areas for publicity and linking up with more vendors. NC will email out a copy of KG's report on the July 2026 CBS. The Committee will review the 2026 CBS in 2027 and make a decision on their future. *After meeting note: report emailed out.* b. CG asked if notices could be put out on, for example, the A36. NC will forward details of banners to see if it is a cost-effective method of advertising. *After meeting note: Vistpaprint have been used in the past but they now look to be quite expensive so are probably not a cost-effective option. KG advised by NC. KG will update the September meeting with her findings.*	**KG**
3.3	**Hiring and Rentals** a. There are 2 food truck bookings in August. b. The groom's mother was very complimentary about CVH. She liked that there were so many different areas for photographs, in particular the Kings Walk. She will forward some photographs to enable the existing ones on the website to be updated.	
4	**Building and Estates** a. Signs will be erected to advise users on safe usage of the facility. CG will provide wording to NC and she will prepare the signs and ask the Thursday Team to put them in place. *After meeting note: Signs produced and put up in all relevant areas.* b. It was agreed a temporary Smoking Area sign will be erected outside of the Main Hall when major functions are taking place, eg weddings, to ensure smoking debris is disposed of appropriately.	

	c. The rear CBB Fire Exit ramp is still work in progress. d. AT has provided a list the tradesmen required to cover all CVH maintenance tasks. CG proposed a WhatsApp group be set up to provide staff, volunteers and hirers with contact details of those able to rectify maintenance problems. It was agreed WA is not the most appropriate method as not everyone on the list has a Smartphone. It was suggested an email contact group is set up but it was agreed this would be reliant on emails being read and could result in delays. The proposal is to provide the bar staff, the cleaner and the booking clerk with the necessary information as they are most likely to have a maintenance issue reported to them. JM will draft a policy to address this and share it with JC and CG prior to final approval by the Committee. e. The paperwork in the store which will eventually be used as the metal workshop will be moved to the loft ready for sorting and either disposing or keeping. NC has offered to help with this. f. There was a question relating to metal items in the store. SP confirmed they are beer stillage items and need to be retained. *After meeting note: JM, CG and SP met and agreed on storage and disposal of various items to clear the area*. g. There is an issue with accessing the manhole in the corridor. This needs addressing as it may be contributing to the drain blockages recently experienced. CG will contact MH and if he is unable to help a contractor will be employed to advise and provide costings. h. The dual flush element of the disabled toilet is not allowing sufficient water into the system to flush it completely which has led to a build-up of calcification. JB will provide a replacement flush which should rectify the problem	**JM/CG** **CG** **JB**
5	**Committee Administration** a. NC requested that when a change is made to anything concerned with CVH, e.g. change of WIFI information, she is notified to ensure all documentation is kept up-to-date. *After meeting note: NC and JM to clarify this requirement further before coming back to CVHMC with specific guidance*. b. AT has confirmed he has retired as a Trustee of CVH. Trustee details have been updated with the Charity Commission.	
5	**Parish Council** a. It was suggested that sockets be installed near the car park, around the area of the defibrillator, so that cables 'running' across the entrance and patio when food vans are on site. It was agreed that traders usually park in the disabled bays and not on the grass. If they do park on the grass a cable protector is put in place to avoid it becoming a trip hazard. CG will investigate installing an exterior socket to accommodate trucks parking in the disabled parking bays. b. Someone has reported a tripping hazard, the point where the car park meets the patio is not flush. It was agreed the Thursday Team will paint the area yellow to alert pedestrians to the area. c. Re: Bleed kit, PC agreed to contribute £150 towards the initiative.	**CG**

	They would like further information on maintenance requirements, responsibility for its ongoing care and who'd be responsible for this. Cllr Hutchings volunteered to install the kit if needed. NC will provide the information and carry this forward with the PC so no further input required from CVH.	
6	**Community Workshop** a. Most of the basic tools have been purchased. The workshop needs to be fitted out with tool storage. b. A ramp is needed for the tractor shed to allow safe access for machinery. c. Opening hours will be Saturday mornings until more volunteers are recruited. LH and CG will discuss ways to attract volunteers to operate the workshop. d. The launch event is being planned for formal handover of the facility, possibly mid-October 2026. Representatives of those who have donated and/or awarded grants will be invited. JB and CG will take photographs. LH and CG will discuss ways to publicise the launch. e. CG intends to deal with all outstanding aspects of the Community Workshop set-up prior to the launch.	**LH/CG** **LH/CG** **CG**
7	**HR Updates** a. The Booking Clerk resigned on the 31st July 2026 and Pete Cornock taken on the role as a volunteer for a probationary period of 3 months from 1st August 2026. If the change meets all CVHs needs approval will be given for the role to remain a volunteer post. JM will oversee this. b. The new booking clerk had a handover meeting with the previous booking clerk and her line manager which covered some areas of the post. There were other areas which were not covered and this became clear during the first few days of them taking over the post and managing existing bookings. Although the online booking system is very efficient there are a lot of administration tasks that need to be covered which fall outside of it. These are gradually being discovered and addressed which should enable the administration to become more manageable. A handover document is being prepared by the new booking clerk to ensure a smoother handover in the future	
8	**Any Other Business** a. NC has sent a final email to The Van Club again. As they have all relevant information regarding a potential booking no further correspondence will take place unless they book the facility. b. A vote was taken regarding the proposal to site a dog wash facility at CVH following on from correspondence between CVH and the company. The proposal was turned down. JM will send a formal response to confirm this. *After meeting note: Email sent*. c. CVH noticeboard. Matt Hutchings has kindly agreed to obtain the supplies to enable the Thursday team to erect the noticeboard. JM will follow this up to ensure it is progressing. d. Wiltshire Community Lottery posters have been put up at Budgens and the Parish News have confirmed they will insert some wording on its Codford page. Emails have been sent to any and all other village organisations who may be willing to advertise it.	

	e. SP has an old Accident Reporting log. She will give it to NC who will check to see if it needs to be kept. f. KG forwarded information on InPost who are interested in locating a parcel locker at CVH. Martyn Spratt forwarded details of Yeep who are interested in doing the same thing. It was agreed that CVHMC were potentially supportive of this as a money-raising venture but wanted to ensure that the best deal was obtained. *After meeting note: KG agree to investigate further and report her findings to the Committee*. g. CVH business cards are now available and can be obtained from CG and NC. h. The booking clerk has been given various keys which need to be identified and labelled. NC will meet with AT to do this. *After meeting note: All keys checked and correct keys given to booking clerk*. i. NC asked for clarification on the name of the shed which houses the tables and chairs. In the information given to hirers it is known as the Tractor Shed but its keysafe is labelled Garage. It is now called the Community Workshop. CG to advise if the keysafe needs to be relabelled and that hirers of tables and chairs are still able to access the area without supervision due to the equipment held there. *After meeting note: Key safe relabelled, sign put on CW door, sign installed inside CW to prevent access to CW by hirers of furniture*. j. CVH has received a request from Wylye Valley Voices to erect a small plaque in the Main Hall to commemorate Andrew Forbes-Lane, who supported the village for 13 years with his Choir, The Occasional Singers. Approval was given. NC will contact them to confirm a plaque can be erected and make arrangements for them to meet with the Thursday Team to agree a suitable location and install it. She will advise on booking the hall if there is to be a formal unveiling.	**SP/NC** **NC**

Meeting closed at 9.35pm
Recorded by: Secretary
Published by: Chairman