CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING
MINUTES
15th OCTOBER 2026

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

ITEM	POINTS COVERED	ACTION
1	**Introduction** a. Matters arising specific to any agenda item are shown inthe appropriate section below. b. The minutes from 19th September 2026 were approved.	
2	**Financial Report** a. The CVH and CBB Management Accounts for September 2026 will be forwarded to trustees and committee members prior to the November CVHMC meeting. b. JC has passed maintenance team cash float to CG. CG to confirm receipt of funds. Ongoing c. An Android mobile phone has been sourced for the Booking Clerk. The existing SIM was transferred so no additional charges. JM will attempt to sell the old phone but if unsuccessful it will be donated to charity. JC will check the end of contract date with EE. d. JC confirmed that a £500 donation had been received from the organisers of Screen on the Green. JM has thanked them. e. JC requested confirmation that invoices are being forwarded with booking confirmations by the Booking Clerk. NC will check and advise. f. The Booking Clerk has requested clarification on the way invoices are administered. He will email JC his queries.	**JC** **CG** **JC** **NC** **NC**

3.1	**Bar Manager's Report** No report	
	3.2 Events a. LH has added CVH events to the NextDoor system. b. LH will forward event posters to NC who will ensure they are placed in the appropriate locations, e.g. CVH website, community website, noticeboards etc. c. JR will discuss with the Fete Committee the possibility of linking with Screen on the Green to the Codford Fete.	**JR**
3.3	**Hiring and Rentals** a. A proposed redraft of the Hiring T&Cs cancellation conditions was reviewed and NC noted further amendments. A revised version to be circulated after redrafting. b. A hirer's request for the waiver of a 50% levy on a series of cancellations was reviewed. Although the T&Cs were clear that, as sufficient prior notice had not been received, a charge was due, no audit trail was produced to show that the hirer had been informed of the change to cancellation arrangements, therefore, the Committee decided to waive the 50% recovery for those dates. JM would inform the hirer of that decision and provide her with a link to the extant T&Cs on the Booking Hub. In future, the Booking Clerk is to keep a record of update notifications and acknowledgements. c. The definition of Community Activities was explored, and the decision was that if it was income generating for the organiser, rather than being run as not-for-profit, it would be classed as a commercial activity, attracting the associated terms and conditions. The review highlighted that the Fete Committee's fundraising events should be charged the community activity rate going forward, reducing their charge by 25%. d. A hirer has requested they only be charged for 2.5 hours not the 3 hours they had booked as they plan to leave early than initially planned. It was noted that the hire charges had always been per hour or part thereof and there was no mention in the T&Cs to suggest that refunds were available for parts of an hour, nor that bookings could be made for less than an hour. Therefore, an exception could not be made in this instance. After meeting note: T&Cs amended and uploaded to booking hub making this point explicitly clear. e. The option of a tick box for hirers to acknowledge sight of and record their agreement to changes to hiring terms was discussed. It was confirmed that when a booking is made there is a field marked * which confirms that all instructions relating to the relevant documents have been acknowledged (ticked). If this is not done the booking cannot proceed.	**NC** JM PC PC

4	**Buildings and Estates** a. A new glass washer machine is required by CBB. SP to advise the specification needed and liaise with CG on a replacement. b. The rear CBBFireExitrampis still WiP. CG to review. c. WhatsApp groups are being set up to manage access, incidents and maintenanceproblems. The Booking Clerk is to be the initial point of contact but not after normal daytime hours. JM to investigate if the emergency services hold a list of CVH contacts and to prepare a revised proposal on how the system can be managed. d. MH offered to help JB and JM to repair the bar shutter. 2 days needed to complete the work so will needed to coordinated with SP and Edwards Room booked out. JB to coord a date. e. NC will liaise with JM to finalise a log of keys, locations, keyholders and key safe codes. f. CG to purchase an Allen key for the corridor manhole. g. CG to seek contractor advice on how to change the CBB alarm code. Alarm and key safe codes will then be changed at least annually. h. The Community Workshop launch was successful. A donation of £500 was also received from Kevin Dorrington from funds raised from the outdoor film event. Photos will be added on the CVH website. i. JB will purchase and fit a new flush siphon to the disabled toilet. j. NC had confirmed that the food trucks with pitches booked all provide their own power supply. k. The Thursday Team to mark the tripping hazard kerb between the car park and the patio yellow. Ongoing l. Matt Hutchings has a tester to check for hazards at the location of the new noticeboard posts. He has all the details and has kindly agreed to erect it and JR has the lettering for it. m. NC will advise LH on marker pens and hooks which can be used on it. *After meeting note:- All done*. n. The bell rope on the rope bridge has been removed by person or persons unknown.	**SP/CG** **CG** **JM** **JB** **NC** **CG** **CG** **NC** **JB** **CG**
5	**Committee Administration** No report.	
6	**Parish Council** a. JC to forward costs related to the just-in-case landline to the Parish Clerk as and when received.	**JC**

7	**Any Other Business** a. LH queried if the door from the main hall to the bar is a fire door. If it is it does not self-close. It was explained that this has been raised previously and the door inspected as part of a fire safety check. As it is not a fire door the "fire door" sign needs to removed. The door does need an automatic closer but due to the design of the door a non-standard closer is required. MH will investigate and advise if he has a closer and if he has he will donate it to CVH and assist with the task. CG to oversee for CVHMC. b. The bid for the SSE grant had been successful and just short of £20,000 had been awarded, work now ongoing to select a contractor to undertake the heating work.	**CG**

Meeting Closed at 9.50pm

Recorded by: Secretary

Published by: Chairman