

CVHMC MEETING MINUTES

21ST NOVEMBER 2024

Present	Apologies/Absent
John McIntosh JM Don Bartlett DB John Curtis JC Alec Thomson AT Sarah Palmer SP Janine Clarke JaC Lysa Heaton LH Nicky Cornock NiC Jamie Rideout JR	Niki Carpenter NC

Item 1 - Apologies and Introduction

NC sent her apologies

Item 2 - Actions Completed/Ongoing

a. Smoking area door key

A new key has been provided for the door to the smoking area. Closed

b. Booking Calendar

The Zoom meeting was successful. Some content still needs to be added to the calendar before it can go live. **Action JaC**

c. Booking Calendar Supplier

JaC and JC will meet to discuss if the supplier chosen is suitable and will work alongside current accounting processes. If it does JC will then take it forward to a contract agreement with the most appropriate supplier. **Action JaC/JC**

d. Risk Assessment

No comments received on amended version. NiC will resend the amended version to JaC and she will amend it, circulate it and ask for comments. **Action NiC/JaC**

e. CBB sign

Sign was brought to the meeting by JR. Closed

f. Fete Committee and Thursday Cafe Bookings

LH has not prepared a report but it is no longer necessary. Closed.

g. Parish Council Grant for Fete Committee

LH discussed the grant option with the Fete Committee and the Thursday Cafe. Both groups confirmed they are happy with the existing arrangements. Closed.

h. Fete Committee insurance cover query

The FC asked if they were covered by the VH insurance. JC confirmed they are. Closed

i. Football Club rental agreement

KG unable to locate agreement. JM will investigate further. **Action JM**

j. Switching financial activity from old to new charity

All relevant administration has been completed. Closed

k. Change to Land Registry records

JM has investigated this further. He has contacted the Land Registry and there is no way to avoid a fee. There may be an additional document to sign which JM and DB will deal with if necessary. An up-to-date insurance valuation is needed which JC will provide. **Action JM/JC**

l. Broadband password change

JM is not the broadband administrator. It isn't clear who is. JaC would visit the bar with a laptop and investigate how to do this. Afternote, JC has done so and set up a better password. Closed

m. CBB TV repair

Repair completed. Closed

n. Faulty wine fridge

SP confirmed there are no grants available to replace the wine fridge so a replacement will need to be purchased. KG will forward a catalogue to SP from a company that sells hospitality equipment retrieved from businesses that have closed. SP will investigate and advise the cost of a new fridge. **Action KG/SP**

o. Theatre in the Round booking query

They have not responded so the assumption is that they will not be hiring the VH. Closed

p. Drainage grid outside CBB

The grid is cleaned regularly and issues will be discussed as part of the major repair project. Closed

q. New secretary registration with Charities Commission and Companies House

NiC now has access to the Charities Commission website and is listed as Trustee and charity Contact. JC will look into adding her as a director of CBB with Companies House. **Action JC**

r. CVH Website

NiC confirmed some website updating had taken place, removing duplicate entries from the VH website and emailing groups and societies affected.

There were no responses from any of them and no issues raised. PC will continue to update/amend the VH website when new content is received. Ongoing

s. Web admin email address

Pete Cornock has been allocated a VH email address. Any updates or content should be emailed to him at webadmin.cvh@codfordvillage.org.uk. Closed

t. Wessex Internet

JM confirmed that an agreement has been reached with Wessex Internet whereby they will provide the VH with broadband service at £1.00 + VAT per month. Closed

Item 3

Previous minutes approved.

Item 4 - Financial Issues

JC emailed a financial report prior to the meeting.

CBB Income

JM asked if there was something in particular causing a drop in income. SP and JC felt that it was largely due to the cost-of-living crisis as customers are not able to socialise as much as they did before the election.

Electricity Contracts

JC has succeeded in obtaining an up-to-date bill which shows correct meter readings and the correct rate of VAT. The existing SSE contract is due to be renewed in 5-6 weeks and a decision is needed on changing supplier.

Utility Aid have produced a predicted fixed 12 month figure of £10,500.00 to £11,000.00 pa with a new supplier (British Gas) as against £13,000.00 with SSE. JC will contact UA to clarify whether the proposed contract offers a competitive SEG buy-back rate which CVH would need if solar panels are fitted. The Committee authorized JM and JC to agree a new contract without referring back. **Action JC**

Item 5 - Bar Managers Report

October was a better month for the bar income-wise.

Gardening Club and History Society meetings have restarted along with skittle matches. Events which took place were the Caterpillars Harvest Supper and the football matches.

Future events planned are the tennis club curry and quiz, the football club chilli and quiz, the Fete Committee winter warmer and the artisan market.

The pool table recloth work is still outstanding, SP will contact Dransfield.

Action SP

Gas consumption was higher than usual due to a gas leak which has been repaired.

Vertical lifting has been installed to assist with lifting heavy barrels of real ale.

A new safe has been installed. Workwear for bar staff has been received.

Item 6 - Events and Rentals

Upcoming Events:

Father Christmas parade 20th December 2024. Aimed at attracting families. The parade starts and finishes at CBB. Festive food and drink will be served at CBB after the parade. A free event to encourage community involvement.

Summary of Events:

In the VH and CBB there has been a Halloween event, a Christmas crib service, an Easter children's event, an Easter service and a summer fun day alongside the football matches. All events helped to raise funds for the VH.

Going forward:

Quiz Nights – going forward, the schedule of quiz nights to be scheduled for the same day every month. SP to identify the most suitable schedule and agree with LH. **Action SP**

The booking calendar will enable customers to see what events are planned and should encourage better attendance. The rental rates document will need to be accurate to enable event hosts to plan effectively.

Food vans:

Comments have been received that recently pizza seems to be the only food on offer and more variety would be welcome. LH will arrange a meeting in January to discuss a plan for events and food vans for the year ahead. **Action LH**

Item 7 - Buildings and Estates

- a. Keys to entrance doors replaced.
- b. TV aerial has been replaced but may need to be relocated as it is in a vulnerable position as it was vulnerable to football strikes.
- c. Keys have been provided for the door to the smoking area.

- d. The toilet in the changing rooms that had broken away from the floor has been refixed to the floor. Other problems in the CR were addressed at the same time.
- e. The kitchen water boiler switch has been replaced.
- f. Lots of mowing has been completed.
- g. Lots of bulbs have been planted, many of which had been donated.
- h. Following comments by the insurers, JM queried the need for a new electrical survey. AT confirmed that it was normally undertaken on around a 5 year basis, but the current electrician is not prepared to carry out the survey. He will arrange for it to be done if/when the VH has confirmation a survey is needed.
- i. SP queried PAT testing. AT confirmed it is no longer necessary.
- j. SP gave a vote of thanks to AT for all the help he gives to CBB particularly at short notice. Others agreed.

Item 8 - Routine Updates

Rental Rates

- a. JM presented proposals for revising the rental rates. It was agreed that Short Activity Session rates were still required. It was agreed that tariff rates would need to be simplified for inclusion in the new Booking App. JC to call a meeting with JM, JaC and LH to discuss rental rates once he and JaC had confirmed the choice of Booking App. **Action JC**
- b. Hiring of crockery, cutlery and other kitchen items would not be advertised on the website nor included on the booking form. One-off hires would be permitted by exception.
- c. Concern was raised about 2 tables missing from the bar. AT would check the asset list and review whether it required updating. **Action AT**

Parish Council

- a. There have been no updates to date on the skate park. The PC are awaiting sight of the proposals. JM requested that the VH sees suggestions of other locations to ensure that the planners are not focused on just one area. DB will request this. **Action DB**
- b. The ambulance service will be offering an AED training session. DB has requested this to take place on 16/12/2024 from 6.00 - 7.30 pm which has not been confirmed. DB asked if the bar could be used rather than the main hall as size-wise it was a more suitable venue. SP confirmed this would be OK.
- c. The PC will provide refreshments for those attending and settle all charges for the event. **Action DB**

- d. It was noted that the general maintenance grant of £1,000 provided by the Parish Council had remained at that level for many years. DB agreed to request an increase of £500.00 to reflect the higher costs faced in recent years. **Action DB**

Risk Assessment

- a. NiC will ensure JaC can access the amended copy of the risk assessment. JaC will then make the necessary amendments. Action NiC/JaC

Development Project Update

- a. DB confirmed the sustainability grant application has been rejected.
- b. AT confirmed that the Heritage Lottery grant application had been successful and £20,000.00 has been received and banked. This will enable the VH to replace all existing windows, doors and porches. The total cost is £27,000.00. The VH will fund the £7,000.00 shortfall.
- c. An insurance claim for the window damaged in the break-in will be made.

Item 9 - Any Other Business

- a. NiC asked if items for CVHMC meetings could be with her by 4.00pm on the day of the meeting at the latest to ensure items were not overlooked.
- b. KG issued an invitation to join CPC for a Christmas Meal. She will send an email with further details, menu and request for numbers. **Action KG**

Next Meeting 19th December 2024 at 7.30pm

Nicky Cornock

Secretary