

CODFORD VILLAGE HALL MEETING MINUTES

19th DECEMBER 2024

Present	Apologies/Absent
John McIntosh JM Don Bartlett DB John Curtis JC Nicky Cornock NiC Alec Thomson AT Sarah Palmer SP	Lysa Heaton LH Karungi Grant KG Jamie Rideout JR Nicki Carpenter NC

Introduction

1. Apologies: LH sent her apologies
2. Matters Arising. Matters arising specific to any agenda item are shown in the appropriate section below.
3. Previous Minutes. The minutes from the meeting held on 21st November 2024 were approved and accepted.

Financial Issues

4. Matters arising:
 - a. Electricity Contract: Following a meeting between the Chairman and the Treasurer a 2-year fixed term tariff contract has been signed with British Gas. The factors taken into consideration when selecting BG included the fact that they offer a buyback option should the VH proceed to solar energy and that administration can be carried out by the VH broker reducing the workload for VH staff. Changing supplier will result in a 15% saving on electricity costs. All the necessary paperwork has been completed and forwarded to the broker to ensure the reduced rate of VAT that applies to charities is applied from 01/01/2025. There is no requirement to change any electricity meters. Closed
5.
 - a. Treasurers report: The financial report was circulated to committee members by JC

Trading, Events and Rentals

6. Matters Arising:

- a. Booking Calendar: JC and JaC have had a meeting and agree that Hall Booking Online is an appropriate option as it will work alongside all other aspects of the VH. It is important that before the calendar goes live all documentation is accurate and up-to-date. JaC has advised Wiltshire Village Halls Association have been advised of CVH's choice of HBO and asked for their feedback. JaC will report back on this. JC will be the lead trustee regarding the booking calendar. **Action JaC**
- b. Risk Assessment: NiC has forwarded the RA to JaC. RA not yet circulated to committee members. **Action JaC**
- c. Pool Table Recloth: SP to contact Dransfield. Ongoing
- d. Food Vans: Planning meeting to be arranged by LH in January 2025 to discuss the way forward. Ongoing
- e. Rental Rates: Meeting to be arranged by JC between himself, JM, JaC and LH once the final decision has been made on the booking calendar. Ongoing
- f. Missing Tables: AT has completed a stock check. The only items missing are 3 small folding tables in the main hall which is not a concern. Closed
- g. Terms and Conditions of Hire document: NiC has updated the current Terms and Conditions of Hire document. She will forward it to committee members for them to read and comment and/or amend it. Once corrections and amendments have been made and agreed the document will be uploaded to the website. **Action NiC**
- h. Faulty Wine Fridge: SP and KG are still investigating a replacement. Ongoing
- i. Football Agreement: JM had circulated an email from Martyn Spratt to committee members which confirmed that there was no formal agreement between CVH and Heytesbury & Codford Football committee but that despite this things appear to have worked well for them over the last 18 months. MS confirmed that the club are very happy with their move to Codford and hope that it can continue for many years ahead. JM will confirm to H&CF that as there have not been any problems and CVH are in agreement with their proposals the following will form the agreement between H&CFC and CVH. The agreement will be reviewed at the end of the 2025/2026 season (in May 2026):-

Heytesbury & Codford FC agree to: -

Maintain the football pitch, to include any grass cutting over the normal 2 weekly cut. Carry out any line marking of the pitch at no cost to the Village Hall.

Carry out all cleaning of the changing rooms after use by Heytesbury & Codford FC.

Pay annual rent of £500 payable in two instalments of £250 on 1st July and 1st December.

Give priority to large events on the field, for example the Village Fete.

Codford Village Hall agree to: -

Give Heytesbury & Codford FC exclusive use of the football pitch.

Allow reasonable use of storage facilities for football-related equipment.

(AT will discuss with H&CFC to confirm how much football-related equipment storage is needed and if it impacts on CVH requirements H&CFC will need to look at alternative arrangements.)

Give Heytesbury & Codford FC discounted community rates for the hire of the Village Hall facilities. **Action JM**

- j. Football Dugouts: JM had circulated details of the FC proposals for these. They will be located adjacent to the boundary with the A36 (Codford Bypass) and will be semi-permanent remaining in place for the whole season but with wheels to enable them to be moved if they impact with other events on the playing fields and will not be concreted in place. If necessary artificial turf and stabilising anchors can be used in and around them. AT will liaise with MS to finalise their installation. **Action AT**

7. Bar Manager's Report:

- a. Following a recent incident with a heater catching fire and the fire extinguisher not working correctly it was agreed that an inspection of all the fire extinguishers throughout the building should be carried out. **Action AT**
- b. There is a problem in the bar with the heating due to the loss of the heater which had to be taken out of use due to the fire. Customers are having to sit with coats on as the temperature is not acceptable or comfortable. Some temporary heaters have been loaned and others have been offered which have and will help solve the problem temporarily however a more permanent solution is needed. NiC will forward details of possible replacement heaters to AT. AT will investigate providing a solution.
- Action NiC/AT**

Building and Estate

8. Maintenance Update:

- a. General garden maintenance has been completed.
- b. Outdoor Christmas decorations have been put up.
- c. The survey has been completed by New Windows for the replacement windows etc and they have gone to manufacture. Installation should take place during the 3rd week in January providing it doesn't impact on any other VH activities. AT will confirm the installation date and confirmed that photographs will be taken to ensure that Lottery Grant requirements are met. **Action AT**
- d. AT confirmed that an electrical installation survey is recommended every 5 years. The last report was on the 13th January 2020. The insurance company had requested sight of the survey during the claim process for the Forbes Room window therefore it was felt they may require seeing an up-to-date survey when the policy is renewed in June 2025. AT confirmed that the electrician had advised that not all circuits require a survey as it is a recommendation not mandatory and that only the high-risk circuits require a survey now. The electrician will be asked to advise when/if low-risk circuits require a survey. The cost of the high-risk circuit survey will be between £700.00 and £1,000. Considering the recent problem with the CBB heater it was felt that this was a sensible option. The committee agreed that AT should arrange for the high-risk circuits to be surveyed and ask the electrician for advice on any further work which may be required. **Action AT**
- e. Heating in CBB: As there appears to be no further funding at the moment relating to replacing the heating system expenditure should focus on dealing with the heating issues in CBB report. **Action AT**

Hallmark and Governance

- 9. Matters arising:
 - a. Change to Land Registry records. JM now has the relevant insurance valuations and has the form which needs to be completed. **Action JM**

Updates and Administration

- 10. Matters arising:

- a. New Secretary registration completed with the Charities Commission. Form completed at the meeting regarding Companies House registration. JC will complete the registration process. **Action JC**
- b. CVH Website: More duplicate information has been discovered. Committee confirmed web administrator can remove information duplicated to avoid confusion. Ongoing

11. Committee Administration

- a. Sustainability Grant: No further funding is available for the development fund. There may be funding available from the Area Board and a bid can be made March/April 2025. DB will investigate if a grant in relation to the balance of the work to the replacement windows (at present funded by CVH) might be possible. If it is he will prepare a bid. **Action DB**
- b. Wiltshire Village Hall Association: NiC should be the principal contact for WVHA. She will contact them to advise them of this and all emails received will be shared with other committee members. She will enquire if they have a list of funding bodies with the potential to support CVH financially and share these with the committee. **Action NiC**

12. Any points from Parish Council

- a. The PC will settle the cost of hiring CBB when an invoice is received from JaC. **Action JaC**
- b. The skate park presentation lead was not at the last Parish council meeting so VH comments on the site of the skate park were not raised. They will be raised at the next PC meeting. DB will report back to the VH once proposals are known. Closed

13. Any Other Business

- a. JC has received a letter from Frome Smiths Rural Hubs Programme indicating grants of up to £25,000.00 may be available to charities. DB will investigate this further. **Action DB**
- b. Fund Raising for Refurbishment Project. JM had prepared a report with quotes and figures for Lionel French's submission for a Bernard Sunley grant. Lionel considers it too long therefore JM will produce a shorter version. **Action JM**

14. Date of next meeting 16th January 2025 at 7.30pm