



**CODFORD VILLAGE HALL  
MANAGEMENT COMMITTEE MEETING MINUTES  
15<sup>th</sup> JANUARY 2026**

<p><b>Trustees Present:</b></p> <p>John McIntosh JM* Chair          John Curtis JC* Treasurer          Nicky Cornock NiC* Secretary          Alec Thomson AT          Chris Gwynne CG          Karungi Grant KG          Lysa Hutchings LH          Jamie Rideout JR          * Indicates also CBB Director</p>	<p><b>Apologies/Absent:</b></p> <p><b>In attendance:</b></p> <p>Sara Palmer SP</p>
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ITEM	POINTS COVERED	ACTION
<b>1</b>	<p><b>Introduction</b></p> <p>a. Matters arising specific to any agenda item are shown in the appropriate section below.</p> <p>b. The minutes from the meeting held on the 18th December 2025 were approved.</p>	
<b>2</b>	<p><b>Financial Report</b></p> <p>a. KG to confirm corkage charge added to booking hub.</p> <p>b. JM/NiC to amend Terms and Conditions of Hire and Hire rates document to add corkage charge .</p> <p>c. The Wessex Internet cable laid. Awaiting 3 further teams to complete the connection.</p> <p>d. SP to liaise with AT to decide on plants needed to repair the hedge. AT or JM will advise Wessex Internet of their decision and costs.</p> <p>e. CVH and CBB management accounts will be emailed to trustees and committee members.</p> <p>f. JC to follow up on a replacement textile bin.</p> <p>g. A very welcome donation of £1,000 has been received from the Fireworks Committee, which has been placed in unrestricted funds.</p> <p>h. The annual fee to Hall Booking online is due.</p>	<p style="text-align: center;"><b>KG</b></p> <p style="text-align: center;"><b>JM/NiC</b></p> <p style="text-align: center;"><b>SP/AT</b></p> <p style="text-align: center;"><b>JC</b></p>

	<ul style="list-style-type: none"> <li>i. Lloyds Bank have introduced a fee for businesses paying in cash and cheques but no fee for electronic payments. Cash and cheques can no longer be done at the Post Office. JC to monitor the impact of fees to ascertain when/if a charge needs to be raised for receipt of cash and/or cheques.</li> <li>j. December was a better trading month as a result of the events held in CBB.</li> <li>k. JaC had a query regarding Public Liability Insurance. It was confirmed that business hirers need their own PLI but that community hirers do not as they are covered by CVH's PLI.</li> <li>l. £410 was generated from the CVH Christmas Raffle. It was agreed that it should take place again in 2026, with smaller prizes to offer more chance for those buying tickets. KG was thanked for her tremendous efforts to create the initiative.</li> <li>m. JC confirmed the annual return to the Charities Commission is due. To complete this he needs to confirm the current CVH policies and procedures. JC and JM to finalise the return.</li> </ul>	
<b>3</b>	<b>Trading, Events and Rentals</b>	
<b>3.1</b>	<b>Bar Manager's Report</b> <ul style="list-style-type: none"> <li>a. AT has attempted repair of back bar roller-shutter but unable to do so. LH will ask her husband to inspect it and advise if he is able to repair it.</li> <li>b. Monthly activity and takings: Curry and Quiz night on 21st November, wake on 28th November. Christmas Meat Raffle 12th December, Christmas Raffle 19th December, Scratch Card Raffle, Crib Celebration and VH Raffle on Christmas Eve.</li> <li>c. Bar Support to Upcoming Events: Gardening Club/History Society (if they are on a Wednesday when we have skittles otherwise we will not open), football, Winter Warmer and regular monthly quizzes.</li> </ul>	<b>LH</b>
<b>3.2</b>	<b>Events</b> <ul style="list-style-type: none"> <li>a. KG's proposal for a Christmas Tree event in 2026 was approved and could be tied in with the Christmas Raffle.</li> <li>b. LH is planning an Easter event and SP will organise a Disco on Easter Saturday.</li> <li>c. JM is to discuss the possibility of a Summer fundraiser for CVH with Kevin Dorrington. <i>(Afternote: KD is to explore the possibility of an open-air film event and report back)</i></li> </ul>	
<b>3.3</b>	<b>Rentals</b> <ul style="list-style-type: none"> <li>a. KG to check if Cozy Kitchen have been advised that they can pay for 12 months in advance and that the cancellation policy and fees are being reviewed in the 2026/2027 financial year.</li> </ul>	<b>KG</b>

	<p>b. Following a proposal from JM regarding cancellation charges a vote was taken and the following approved:-</p> <ul style="list-style-type: none"> <li>• For Weddings and Corporate bookings the cancellation charge would be as quoted in the package.</li> <li>• For regular business bookings the current cancellation charge would apply</li> <li>• For regular community group bookings there would be no cancellation fee</li> </ul> <p>JM will check the current policy and amend as necessary.</p> <p>c. There are no food truck bookings for 2026. KG will check with JaC to see what progress has been made.</p> <p>d. The Ladies Circle had reported a delay in receiving confirmation of bookings. CG will ask for more information and advise KG. KG will investigate further with the Bookings Clerk.</p> <p>e. JaC reported that posting events onto Facebook at the moment is limited due to a change in META's business practice. SP is the administrator with others added as users. It was agreed that CVH should be re-registered with Facebook but not as a business. JR will advise on how to set up the new account and LH will assist.</p>	<p style="text-align: center;"><b>JM</b></p> <p style="text-align: center;"><b>KG</b></p> <p style="text-align: center;"><b>KG</b></p> <p style="text-align: center;"><b>JR/LH</b></p>
<b>4</b>	<p><b>Buildings and Estates</b></p> <p>a. The new cleaner problem was efficiently dealt with by the ICE travelling technician and both pieces of equipment are working well to Jeanette's satisfaction.</p> <p>b. The apple trees in the VH Orchard have been pruned.</p> <p>c. The Christmas decorations have been removed.</p> <p>d. Four new Notice Boards have been put up to try and encourage people not to stick notices on the walls and damage the paintwork and plaster.</p> <p>e. The insulation offcuts, kindly supplied by Brendon Smith, have been put up along the North wall of the Craft Loft.</p> <p>f. Painting of the Main Hall and Edwards Room is complete.</p> <p>g. Due to comments from users that the Edwards Room is cold there was a proposal, which was approved, to replace the heater which no longer works. The budget was set at £160.00. CG to complete the work and advise if the settings for the heater should be the responsibility of the booking clerk or the hirer.</p> <p>h. The new fence panel has been erected behind the location of the noticeboard.</p> <p>i. New noticeboard - as soon as transport is available, JR will deliver it for the Thursday team to put up. LH offered the use of a vehicle.</p>	<p style="text-align: center;"><b>CG</b></p> <p style="text-align: center;"><b>JR</b></p>
<b>5</b>	<p><b>Committee Administration</b></p> <p>a. With NC's departure, the role of Contracts Manager to</p>	

	support the Treasurer is still vacant. Anyone who feels they may assist in this role is encouraged to discuss it with JC.	
<b>6</b>	<b>Parish Council</b> <ul style="list-style-type: none"> <li>a. PC grants were confirmed as £1,000 maintenance and £6,000 capital.</li> <li>b. The PC requested the use of CVH for youth activities one hour a week, possibly sports in the main hall or survival and bushcraft events in the woodland area. Agreed</li> </ul>	
<b>7</b>	<b>Development Project</b> <ul style="list-style-type: none"> <li>a. The Development Projects team following up on two potential grant applications for the Community Workshop.</li> </ul>	
<b>8</b>	<b>HR Updates</b> <ul style="list-style-type: none"> <li>a. SP will complete staff appraisals by the end of January, with support from Niki Carpenter.</li> </ul>	<b>SP</b>
<b>9</b>	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>a. AT asked whether the piano should be disposed of. It was decided to retain it.</li> <li>b. KG will investigate making the changing room toilets available to users of the playpark. Ongoing.</li> <li>c. WVHA update indicated a free bike rack scheme in Swindon. KG will ask Wiltshire Council if they have a similar scheme.</li> <li>d. JM presented a proposed logo for CVH, it's adoption and use was unanimously agreed. JM would share it.</li> </ul>	<b>KG</b>

Meeting closed at 9.00pm  
Recorded by Nicky Cornock  
Published by Chairman