



**CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING**

**MINUTES 16<sup>th</sup> APRIL 2026**

<p align="center"><b>Trustees Present:</b></p> <p>John McIntosh JM* Chair          John Curtis JC* Treasurer          Nicky Cornock NC* Secretary          Chris Gwynne CG          Alec Thomson AT          Lysa Hutchings LH          Karungi Grant KG</p> <p>* Indicates also CBB Director</p>	<p align="center"><b>Apologies/Absent:</b></p> <p>Alec Thomson AT          Sarah Palmer SP          Jamie Rideout JR</p> <p align="center"><b>Present:</b></p> <p>Jim Bullock JB</p>
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ITEM	POINTS COVERED	ACTION
<b>1</b>	<p><b>Introduction</b></p> <ol style="list-style-type: none"> <li>1. JM thanked JC for chairing the meetings in his absence.</li> <li>2. Matters arising specific to any agenda item are shown in the appropriate section below.</li> <li>3. The minutes from the 19th March 2026 were approved.</li> </ol>	
<b>2</b>	<p><b>Financial Report</b></p> <ol style="list-style-type: none"> <li>1. KG to confirm corkage charge added to booking hub.</li> <li>2. CVH and CBB monthly management accounts and annual financial report were emailed to trustees and committee members.</li> <li>3. JM thanked JC for his work on the accounts and for his careful management of CVH and CBB finances.</li> <li>4. JC and SP have met regularly to closely monitor CBB prices and adjust opening hours when necessary. This has had a positive impact and reduced overheads. Despite the impact of a fall in footfall CBB's income had met the budget target. JC thanked SP for her work on this.</li> <li>5. JM commented that the CVH accounts were more sobering and that without the PC agreeing the redeployment of this financial year's development grant into general funds CVH</li> </ol>	<b>KG</b>

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	<p>would have not cleared the previous year's loss position. JC advised that the end of year position presented the opportunity to move an element of that grant back into development funds. JC to prepare a formal proposal on the matter.</p> <ol style="list-style-type: none"> <li>6. JC explained the £4,500 increase in overheads was partly due to some being transferred from CBB to CVH following an attribution review and that the actual overall variance against the predicted budget is only circa £700.</li> <li>7. The 2026/2027 budgets are work in progress.</li> <li>8. Bar prices were increased on 01/04/2026, beer by 4.8% and all other stock by 3.7%.</li> <li>9. CVH is now required and working to set up workplace pensions for all salaried staff. The scheme chosen is NEST (National Employers Savings Trust).</li> </ol>	JC
3	<b>Trading, Events and Rentals</b>	
3.1	<p><b>Bar Managers Report</b></p> <ol style="list-style-type: none"> <li>1. Monthly activity and takings: Usual activities (quiz night and football) Easter Raffle held</li> <li>2. Bar Events: 50th Birthday Party, Meat Draw 30th May, Quiz Night on 31st May</li> <li>3. Bar Support to Upcoming Events: Horse Racing Night, (already happened), HCC FC Presentation Night, Summer Party 31st May in Large Hall</li> <li>4. Health and safety: <ol style="list-style-type: none"> <li>a. SP raised fire door wheelchair access. CG will investigate this further, along with the other fire exit doors, to check for compliance with legislation regarding wheelchair access to fire exits.</li> <li>b. Afternote: SP informed JM that a customer had cut his head on the bar awning. SP would forward the completed accident report to NC and AT would look to have the sharp edge at either end chamfered off.</li> </ol> </li> </ol>	CG  SP AT
3.2	<p><b>Events</b></p> <ol style="list-style-type: none"> <li>1. The Car Boot Sale (CBS) on Sunday 22/03/2026 was not as successful as had been hoped. This was possibly due to a lack of</li> </ol>	

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	<p>publicity. KG asked if it should be held again. Approval was given for another on 19 July and KG would work with others to ensure it is much better publicised well in advance. It was also noted that clarity was required on timings, someone leading on delivering it to be present and CVH helpers in place before the time the traders were asked to arrive by. A decision of future CBS to be taken following the July event.</p> <ol style="list-style-type: none"> <li>2. LH reported the Easter event was a success and surplus eggs were donated to Salisbury District Hospital.</li> <li>3. KG had received a request to hire glasses and felt that if CVH purchased some glasses they could be added to the kitchen equipment to avoid having to use CBB glasses. Approval was given for this to be investigated further. KG advised there are some old glasses in store which may be suitable. She will check. If glasses need to be purchased she will liaise with NC on supplier and quantities. The booking clerk will be advised that this is an additional item which can be hired. The issue of storage in the kitchen will also be addressed.</li> <li>4. Following agreement between Janine, KG and NC, NC and Pete C will take the lead recruiting and organising the food truck service. They have a list of potential vendors and will engage with them to secure a timetable of bookings going forward.</li> <li>5. JC proposed revised charges of £25.00 for a pitch without electricity and £35.00 for a pitch with electricity supplied. Approved. Booking information to be updated.</li> </ol>	<p style="text-align: center;">KG</p> <p style="text-align: center;">KG/NC</p> <p style="text-align: center;">NC</p> <p style="text-align: center;">NC</p>
<p><b>3.3</b></p>	<p><b>Rentals</b></p> <ol style="list-style-type: none"> <li>1. LH will liaise with JR for advice on adding non-business events to Facebook. There may be an opportunity to subscribe to FB for a fee of £3 to £4 per month. LH will investigate further .</li> <li>2. Changes to the “Approved Booking” email sent to hirers of CVH confirming their booking has been actioned by the Booking Clerk. It advises Hirers to check the Documentation tab within the booking hub where they will find all the information they need relating to their booking.</li> <li>3. JC confirmed 2 weddings have been booked and invoiced.</li> </ol>	<p style="text-align: center;">LH</p>
<p><b>4</b></p>	<p><b>Buildings and Estates</b></p> <ol style="list-style-type: none"> <li>1. JM to discuss how to proceed on the hedge damage caused by Wessex Internet with AT.</li> <li>2. WI have now brought the connection to the building wall. One</li> </ol>	<p style="text-align: center;">JM</p>

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	<p>more visit is needed to take connection into CBB. AT will prepare the cable and notify them when to proceed.</p> <p>3. Some of the items for the new noticeboard have been delivered to CVH but the outstanding items have not yet been delivered. LH will liaise with JR to explain that the materials need to be delivered to CVH by the 23 April 26. If the outstanding materials are not delivered approval was given for the Thursday Team to purchase the necessary items and erect the new noticeboard.</p> <p>4. AT has attempted a repair of the back bar roller shutter but is unable to do so. JM has inspected it and it appears there is a loose wall fixing inside the casing stopping the shutter operating correctly. LH will ask her husband to inspect it and advise if he is able to repair it. JB used to work with a company making them and would discuss with Matt.</p> <p>5. AT had replaced some tiles in the skittle alley floor. LH to check with the skittles teams to confirm if the repairs are sufficient.</p> <p>6. A new key safe has been fitted to the entrance to the Main Hall. Combinations will be changed end April.</p> <p>7. All fire doors will be inspected and any faults rectified.</p> <p>8. The outside RCD Type double socket by the Changing Rooms was not working and has been replaced.</p> <p>9. The outer door lock to the Edwards Room was damaged post the Fiji Wake. It had been forced but now repaired.</p> <p>10. The contractor who fitted the new Tennis Court outer netting left the job unfinished with rubble lying around and the new post holes exposed. The Team have "made good". Costs were born by the Tennis Club. A "thank you" has been received from Vincie Abbott.</p> <p>11. A new shelf has been fitted to the Bookstop.</p> <p>12. The Disabled Toilet was blocked post the Fiji Wake. AJC were called to clear it.</p> <p>13. A new double socket has been installed and wired up in the roof space of the Away Team Changing Room and a hole drilled to take the Wessex cable from the outside.</p> <p>14. Work has started in the Tractor Shed to enable the wiring for the Community Workshop. The electrician is booked for the 27 April 26 to take the cable to the tractor shed with the connection taking place later that week. There will then be a meeting to discuss the location of sockets etc. CG will advise the cleaner of the dates and ensure the contractors clean the area after their work has been completed.</p> <p>15. Rough grass areas have been mown.</p>	<p>AT</p> <p>LH/JR</p> <p>LH JB</p> <p>LH</p> <p>AT AT</p>

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5	<p><b>Committee Administration</b></p> <ol style="list-style-type: none"> <li>1. A number of trustees and committee members have problems opening documents sent as links in emails and opening documents in CVH OneDrive. JM will meet with them to resolve the problem.</li> <li>2. It was proposed and approved that there will not be a separate CVH village meeting this year but that JM will provide a presentation on behalf of CVH at the Parish Council meeting on 11/05/2026.</li> </ol>	JM
6	<p><b>Parish Council</b></p> <ol style="list-style-type: none"> <li>1. KG confirmed that the Bleed Kit discussion is on the next Parish Council meeting agenda.</li> </ol>	
7	<p><b>Development Project</b></p> <ol style="list-style-type: none"> <li>1. Doon Bartlett (DB) and JM working on a bid to SSE for heating. DB also working on a major Lottery bid for the main project.</li> </ol>	
8	<p><b>Establishing the Codford Community Workshop</b></p> <ol style="list-style-type: none"> <li>1. CVH has been successful in obtaining a grant to start setting up the Workshop. The trustees need to agree the key tenants of how it will operate from the following points were proposed by JM and unanimously agreed:</li> <li>2. The service it offers is entirely aligned with the core aims of our charity and it will be using facilities belonging to it. Therefore, it should operate under the auspices of the charity rather than being independent.</li> <li>3. It will need to be self-administering, we should avoid bringing all the decisions about its organisation and administration into the workload of the CVHMC, therefore, it requires its own organising committee.</li> <li>4. There should be at least one trustee on the workshop management committee. CG had volunteered to be the lead for establishing the Workshop and be the responsible trustee.</li> <li>5. It will need to be set up as a club with membership fees, with members agreeing to behave in accordance with its rules, particularly in terms of health and safety.</li> <li>6. Its overheads will be funded by the charity, in particular this will include insurance and power.</li> </ol>	

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	<p>7. It will seek to generate an income stream, from subscriptions, undertaking work for others and from obtaining further grants. From this income, it should seek to fund purchases of materials, consumables, additional tools etc. In the event that it makes a large profit (level to be determined) it should make a contribution back into the Charity's funds to offset overhead costs.</p> <p>8. Its finances should be managed through the Charity's accounts in accordance with any cash holdings approved by the Treasurer.</p> <p>9. Gender membership was discussed to ensure CVH is comfortable with their position of how it balances inclusivity versus the now-recognised issue of male loneliness and mental health that the Men's Shed movement has been established to mitigate. It was agreed that the CVH workshop would not be tied only to males and the name should be gender neutral.</p> <p>10. CG will investigate the benefits of being affiliated to the Mens' Shed Association to benefit from any assistance it can offer, e.g. guidance on policy, insurance etc.</p> <p>11. CG will work on introducing gender-specific sessions to address members who prefer not to work in a mixed gender group.</p> <p>12. There will be a subscription fee for members. CG to discuss a proposed cost with JC.</p> <p>13. The Workshop will require a formal charter document, endorsed by CVHMC, based upon the points agreed above.</p> <p>14. Further to the Highways grant for the electrics and tools, AT has submitted a bid to the Warminster Area Board for £1,500 to part fund the cost of a shipping container. This would allow mowers etc to be moved out of the Workshop space. The Area Board sits in early July. JB will check on progress with his bid to Enterprise for further funds towards this.</p>	<p>CG</p> <p>CG</p> <p>CG</p> <p>JB</p>
G	<p><b>HR Updates</b></p> <p>1. All staff mid-period discussions will be held in September each year starting in 2026. The next annual appraisals will be conducted in March 2027 and thereafter annually in March each year.</p>	
10	<p><b>Any Other Business</b></p> <p>1. KG is still trying to source a volunteer, from the parents involved, to manage the changing room toilets to make them available to users of the playpark. The name of this volunteer and the</p>	<p>KG</p>

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	<p>keyholder will be documented when it is known.</p> <ol style="list-style-type: none"> <li>2. KG is waiting for more detailed information from the company wishing to site a dog wash facility at CVH. She will update CVHMC if this progresses.</li> <li>3. CG asked if CVH business cards would be a useful publicity tool. It was agreed they would. NC will investigate and report costings etc.</li> </ol>	<b>NC</b>

Meeting Closed at 9.50pm  
Recorded by Nicky Cornock  
Published by Chairman