



**CODFORD VILLAGE HALL**

**MANAGEMENT COMMITTEE MEETING MINUTES**

**19<sup>th</sup> FEBRUARY 2026**

<p><b>Trustees Present:</b></p> <p>John Curtis JC* Treasurer Nicky Cornock NiC* Secretary Chris Gwynne CG Lysa Hutchings LH</p> <p>* Indicates also CBB Director</p>	<p><b>Apologies/Absent:</b></p> <p>John McIntosh JM* Chair Alec Thomson AT Karungi Grant KG Jamie Rideout JR Sarah Palmer SP</p>
--	--

<b>ITEM</b>	<b>POINTS COVERED</b>	<b>ACTION</b>
<b>1</b>	<p><b>Introduction</b></p> <ul style="list-style-type: none"><li>a. Matters arising specific to any agenda item are shown in the appropriate section below.</li><li>b. The minutes from the meeting held on the 15<sup>th</sup> January 2026 were approved.</li><li>c. In the absence of JM on holiday the meeting was chaired by JC</li></ul>	
<b>2</b>	<p><b>Financial Report</b></p> <ul style="list-style-type: none"><li>a. KG to confirm corkage charge added to booking hub. <b>Ongoing</b></li><li>b. JM/NiC to amend Terms and Conditions of Hire and Hire Rates document. <b>Ongoing</b></li><li>c. The Wessex Internet cable laid. Awaiting 3 further teams to complete the connection. <b>Ongoing</b></li><li>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. <b>Ongoing</b></li><li>e. CVH and CBB management accounts for the period to the end of January had been emailed to trustees and committee members.</li><li>f. Replacement textile bin is in place. JC will contact John Wyeth with our bank account details.</li></ul>	<b>JC</b>

3	<b>Trading, Events and Rentals</b>	
3.1	<b>Bar Manager's Report</b>  No report received	
3.2	<b>Events</b> a. LH is planning an Easter Event for Saturday 28/03/2026 starting at 1.00 pm at a cost of £5 per family. b. WVHA Networking Event on Tuesday 17/03/2006 at CVH starting at 1.00 pm with as many trustees to attend as possible c. Car Boot Sale on Sunday 22/03/2026. In the absence of KG from the meeting no further update was available	LH  All  KG
3.3	<b>Rentals</b> a. KG to check if Cozy Kitchen have been advised that they can paying for 12 months in advance and that the cancellation policy and fees are being reviewed in the 2026/2027 financial year. <b>Ongoing</b> b. Work on the draft Terms of Hire document was completed by JM/NiC/JC/KG and JaC and the document emailed to trustees and committee members for comment and/or amendment. The document was discussed at length and further amendments agreed. NiC will produce an amended draft document and email it to trustees and committee members for further discussion at the March 2026 CVHMC meeting. c. Amendments to the Hire Rates document were discussed at length and amendments agreed. NiC will produce an amended draft document and email it to trustees and committee members for further discussion at the March CVHMC meeting. <i>After meeting note: NiC has prepared the amended draft but unforeseen issues have delayed sending the document to committee members and trustees. This will be done as soon as possible.</i> d. There isafood truck booking for March 2026. e. The Ladies Circle had reported a delay in receiving confirmation of bookings. CG will ask for an example and CVH will investigate further. f. 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 approx. £3-£4 per month. LH will investigate further and update the committee with her findings.	NiC      JC/NiC   CG  LH
4	<b>Buildings and Estates</b> 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. <b>Ongoing</b>	

	<ul style="list-style-type: none"> <li>b. CG to investigate new heater for the Edwards Room. <b>Ongoing.</b></li> <li>c. LH will arrange with JR to collect the new noticeboard and deliver it to CVH.</li> <li>d. The men's urinal was unblocked and new pipework fitted.</li> <li>e. There was some illegal (fly) tipping on the A36 adjacent to the old access lane which was reported to Wiltshire Council and promptly cleared.</li> <li>f. The mowers have been serviced.</li> <li>g. Shelving has been fitted in the tractor shed.</li> <li>h. More painting has been completed in the Edwards Room. The painting has nearly been completed.</li> <li>i. Coppicing has been done in the willow stand.</li> <li>j. A second clothing bin/bank has been installed.</li> <li>k. The tennis court fence will be replaced at the end of February 2026. The TC chairman will ensure the old telegraph poles are not deposited in the CVH ditch but disposed of properly this time.</li> <li>l. Wessex Internet were on site on the 17th of February 2026 and connected the cabling to the pole. They say another team will be feeding the cable into the building.</li> <li>m. Broadleaze septic tank soakaway is leaking out onto the playing field. AT has reported it to Sanctuary Housing.</li> </ul>	<b>LH</b>
<b>5</b>	<p><b>Committee Administration</b></p> <ul style="list-style-type: none"> <li>a. CVH Annual Community Village Meeting 2026. It was agreed this will need to be organised. JC will liaise with JM and agree a date when JM returns from holiday.</li> </ul>	
<b>6</b>	<p><b>Parish Council</b></p> <p>No report received.</p>	
<b>7</b>	<p><b>Development Project</b></p> <p>No report received.</p>	
<b>8</b>	<p><b>HR Updates</b></p> <ul style="list-style-type: none"> <li>a. Staff Appraisals have been completed. JC will forward them to NiC for record keeping.</li> </ul>	<b>JC</b>
<b>9</b>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>a. KG will investigate making the changing room toilets available to users of the playpark. <b>Ongoing.</b></li> <li>b. WVHA update indicated a free bike rack scheme in Swindon. KG will ask Wiltshire Council if they have a similar scheme. <b>Ongoing</b></li> <li>c. The option for hirers to amend their own booking rather than waiting for confirmation that the booking clerk had made the amendment was discussed.</li> </ul>	

The Hall Booking Online website indicates it should be possible. Although the booking clerk has confirmed that she is happy with the current way amendments are administered and that it is working well for her and for hirers it was felt that it would be useful if hirers were able to amend their own booking. NiC will email the booking clerk to ask for her thoughts, ask her to liaise with HBO for advice and add the option if it is available.

*After meeting notes:*

*Email response from JaC:-*

*As a reminder, with the online system, once a booking is marked as "confirmed," it cannot be amended by hirers. Changes can only be made by me or by someone with the appropriate authorisation. This is a system rule and isn't something that can be adjusted. Hirers are able to make amendments up until the point their booking is approved. After approval, changes can create complications, particularly with invoicing and once an invoice has been issued, it cannot be amended.*

*Email response from HBO:- The rule of thumb is that when bookings have been confirmed (or if the date is outside the minimum notice period you have in settings), they can't be then edited by hirers. The issue is that it can cause problems, as the changes might affect whether it's approved or not, or the amount previously invoiced. In these cases, we err on the side of caution: the hirer will need to ask an administrator to make changes.*

*Hirers can edit their bookings if they're outside the minimum notice period (5 days for your venue) and not yet confirmed.*

*When they make a booking, an email is sent with the bookings details and they can at that point edit anything they got wrong.*

Meeting closed at 9.50pm  
Recorded by Nicky Cornock