

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES
18th September 2025

Trustees Present: John McIntosh JM*Chair John Curtis* JC Treasurer Alec Thomson AT Jamie Rideout JR Karungi Grant KG * Indicates also CBB Director	Apologies/Absent: Nicky Cornock NiC*Secretary Lysa Hutchings LH Niki Carpenter NC Sara Palmer SP In attendance: Chris Gwynne CG
---	---

ITEM	POINTS COVERED	ACTION
1.	Introduction a. Matters arising specific to any agenda item are shown in the appropriate section below. b. The minutes from the meeting held on the 21 st August 2025 were approved and accepted.	
2.	Financial Report a. NC to source a summary version of insurance cover to share with hirers. Ongoing. b. JC reported that he had received a payment from HMRC (Gift Aid) relating to the anonymous donation. c. JR to check with Jim Bullock about the grant that was meant to cover the floor cleaner expense and report back to committee. d. JC reported that £280 commission had been received from the games machines. e. JC confirmed Martyn Spratt had made the payment of £600 for the 2025/2026 football charges, an invoice was yet to be generated by JaC. f. NC has written to the Motion Picture Licensing Company justifying why their license is not needed for CBB. g. JM has written to Wessex Internet for information on whether or not a broadband booster is needed. JM to follow up for their response. h. The financial reports for August/September 2025 were emailed to committee members and trustees. i. JC reported that a handful of issues with the invoicing need to be resolved. Waiting to hear back from JaC j. British Gas have processed the certificates confirming a reduced rate of VAT for CVH & CBB. JC reported that he had signed up for this. k. JC had confirmed DB's resignation as a CBB director with Companies House. l. JM queried if Moore South's request for verification of trustees and directors had been finalised. JC to check.	NC JR JaC JM JC/KG JC

4.	Building and Estate a. JR to deliver all the materials needed for the new board, to the VH. The Thursday team will instal it. JR confirmed that he had cleared all this with the homeowner. b. Sanctuary Housing treatment plant is faulty. AT has been trying to get in touch with the housing association. KG to share a contact. c. The Thursday team are due to start painting Village Hall. AT noted that cost of paint has gone up. Committee approved the spend on paint considering the proposed move to corporate hire. KG to pass on to JaC to update the booking terms with a note to request no use of sticky tape on the walls. d. Thermaglaze deemed that the repairs to the patio doors weren't a warrantable claim and have offered to do the repairs for £170 including VAT. Committee agreed. e. Both mowing machines had issues which AT managed to resolve and are up back running again, with a small cost for spare parts. f. AT is applying for the £5000 grant from the electrical safety fund. This would go towards the radiators. g. AT questioned whether there was support for spending £120 on blinds for the two long windows in the sports hall. Committee agreed to hold off on this. h. JM reported that they were adding on to the refurbishment project, three additional projects. 1. Turn the Forbes room into storage for all the furniture 2. Refurbish and insulate the craft loft and convert it into office space. Install an internal staircase to the Craft Loft. CG suggested that enclosing the existing exterior staircase be considered as an alternative option to avoid the loss of space creating an interior staircase. JM agreed that it would be sensible to compare the pros and cons if funding was raised to take the project forward to design. 3. Turn the tractor shed into a Community Workshop.	JR/AT KG KG/JaC
5.	Committee Administration - a. JM reminded members that NiC had made the effort to clearly identify which emails required action and which were shared for information only. He asked all to make the effort to respond in a timely manner to emails from NiC that are clearly marked for action.	All
6	Parish Council Update a. NC emailed a request from Parish Council to use one of the bays in the craft loft for a desk for the Parish Clerk. Committee agreed to allow PC to use a bay at no additional costs, taking into consideration the grants the PC make to CVH. However, any potential income-earning commercial let would have to take priority over this arrangement. Once the funds have been raised for the mentioned proposals in 5 h, the craft loft would need to be cleared out.	

7	Refurbishment Project a. DB has requested a meeting for the 26th September, Re: lottery grant application. b. JM reported that he had heard back from the roofing company with updated quotations for the work. He is chasing up quotations for heat pumps.	JM
8	HR Updates a. JC to conduct SP's appraisal for 2024/2025 and submit completed form to NiC. Ongoing b. SP and NC to conduct three staff appraisals for 2024/2025 and submit completed forms to NiC. Ongoing	JC SP/NC
9.	Any Other Business	
9.1	a. JaC requested a set of keys. SP will have a key to the bar key cut for her. Ongoing b. NC is still waiting for confirmation from Wiltshire Council that CVH is not to be charged as a food business. Ongoing. c. The proposal to install measures to prevent unauthorised access to the playing fields was presented to Parish Council. NC to update on this d. JM reported that on a joint bid between CVH and CPC has led to Karungi Grant being awarded the Arthur Laflin Volunteer Award for the Wiltshire Volunteer of the Year. All present congratulated KG	SP NC

Meeting closed at
8.45pm Recorded by:
Karungi Grant