

CODFORD VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES

17th APRIL 2025

Trustees Present: John McIntosh JM* Chair Don Bartlett DB* Vice Chair John Curtis JC* Treasurer Nicky Cornock NiC* Secretary Alec Thomson AT Niki Carpenter NC Karungi Grant KG * Indicates also CBB Director	Apologies/Absent: Janine Clarke JaC Sarah Palmer SP Jamie Rideout JR Lysa Heaton LH
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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 20 th March 2025 were approved and accepted.	
2.	Financial Issues	
2.1	Treasurers Report: a. A summary report on the combined financial performance for CVH and CBB for the year to the end of March 2025 had been shared by email. b. JC confirmed that the increase of CBB prices had been notified in advance and managed well by SP. c. A query was raised about the operating deficit the Charity had experienced and how long the income shortfall could be sustained. JC explained that this is difficult to predict. There is an expectation that an uplift in events will increase income but, on the other hand, increases in expenditure are also expected, e.g. insurance premiums. A second query was raised about the viability of running the Bar. It was explained that although CBB had made a small loss over the year, it still covered off a significant proportion of the overheads that would still have to be funded if the bar was not operating, which would result in increased expenditure charges against CVH and the overall financial position being worse than had been realised. d. JM proposed a vote on authorizing the Treasurer to settle immediate expenses from the restricted account if there were insufficient funds in the unrestricted account. This would be on a temporary basis until such time as unrestricted funds were available to reimburse the restricted account and limited to a maximum of £1,000.00 per month. If that amount was insufficient, the	JC/KG

	<p>Committee would need to vote to approve it. JC confirmed that historically a scenario such as this has only arisen once. The Committee unanimously approved the proposal.</p> <p>e. It was suggested that a request be made for the Parish Council's grant be made early as one amount rather than split into two over the year. KG confirmed this was possible and would look into making it happen.</p> <p>f. The Thursday Community Cafe had kindly given a grant of £500.00 towards the cost of a new floor cleaner; both JC and JM had thanked them.</p> <p>g. JC reported that a local resident had given a generous donation of £1,600.00 towards the cost of the new windows.</p>	KG
3.	Events and Rentals	
3.1	<p>Matters Arising:</p> <p>a. The insurance documents on the Team Site were in a zip file and those looking to extract the information to be shared with hirers could not extract it. NC to review to obtain the necessary extract and pass to NiC and JaC. (Afternote: JM extracted the set of documents for NiC to review).</p> <p>b. Information showing when a trader operates on either a cash or card only needs to be included in the advertising for food van services (CVH website and noticeboard). NiC will email JaC with outstanding action points and copy in KG.</p>	<p>NC</p> <p>JaC/NiC</p>
3.2	<p>Events Committee:</p> <p>A draft plan of future events has been provided by JR to JC, who will forward a copy to NiC. NiC will liaise with JR to assist with events during LH's sabbatical.</p>	JR/NiC
4.	Bar Manager's Report	
4.1	<p>Matters Arising:</p> <p>a. The Wednesday night cleaning of CBB by the bar staff is being monitored going forward. Ongoing.</p> <p>b. SP is investigating the purchase of a small Hoover for the bar to enable the floor to be cleaned. Ongoing</p>	
5.	Building and Estate:	
5.1	<p>Matters Arising:</p> <p>a. More remedial work needs to be done to the locks on the new windows.</p> <p>b. A rebate has been received from New Windows to compensate for the cost of replacement locks. Closed</p>	AT

	c. AT has forwarded an article and photographs acknowledging the grants received for the replacement windows to 8 websites and publications. Closed	
5.2	<p>Maintenance Update:</p> <ul style="list-style-type: none"> a. The Tractor Shed roller shutter door should now only be unlocked and operated by individuals approved by AT. A safety notice has been put up. When open, the door to be locked in position. The cost of an inspection to ascertain remedial work is £170.00 plus VAT. The decision was made to monitor the situation and consider again if problems arise. Closed. b. AT has a quote for a new floor cleaner which is £2,300.00. He has applied for a grant of £1,200.00 from the Fudge Trust and expects a decision on this at the end of May. CVH received a donation of £500.00 from the Community Thursday Cafe towards the cost of a new floor cleaner. Unless another grant was received, JM would seek agreement from contributors to the Restricted Funds to use those funds to cover the balance. c. AT has a quote for the cost of an updated electrical safety survey of CVH and CBB which is £1,000.00. A decision was made to wait until insurance renewals are due and if the insurance company raises the issue a decision will be made on whether or not a survey needs to be done. AT to confirm the date of the last survey and any advisory comments made at the time. d. The fire extinguishers are scheduled to be checked after Easter. 	<p>JM</p> <p>AT</p>
6.	Committee Administration	
6.1	<p>Matters Arising:</p> <p>The subject line of emails now says either “for information only no response required” or “action required please respond” which seems to be working well. Closed</p>	
6.1	<ul style="list-style-type: none"> a. LH was taking a short break from CVH duties and her role going forward would be to lead on Events, together with JR. KG has taken the role as Trustee lead for Hiring and is now the Line Manager for the Booking Clerk. b. Annual Trustees Meeting (ATM), in accordance with the new CIO’s Charter, a formal annual meeting of the Charity is required for the Members, defined as the Trustees. The meeting is required to: <ul style="list-style-type: none"> a. Adopt the Accounts for the previous financial year. b. Approve the Auditors. c. Elect Trustees. d. Vote on any proposed changes to the CIO’s Charter. 	All

	<p>c. The first ATM of the CIO will be held on 19 June at 2000hrs. Two of the First Trustees named in the Charter, Don Bartlett and Karungi Grant are up for re-election. Don Bartlett has declared that he intends to stand down.</p> <p>d. CVH's Annual Community Meeting will be held on the 27th June 2025 at 6.00pm in the VH. Hall to be booked and details posted on VH website and Community website.</p>	All
7.	Parish Council	
7.1	The Parish Council are hosting a Village Meeting on the 12 th May 2025. JM to report on CVH.	
8.	Refurbishment Project	
8.1	<p>Matters Arising:-</p> <p>a. JM to engage with Landmarc regarding potential donation. JR to help facilitate the meeting. Ongoing</p>	JR/JM
8.2	<p>a. CVH have received a pledge of £20,000.00 from Burnard Sunley. The grant is dependent on CVH being successful in raising more than £200,000 from other sources in the next 2 years, which will be a particular challenge.</p> <p>b. DB confirmed that he will be standing down as Vice Chairman at the AGM but will stay on as the fundraising lead for the refurbishment project.</p> <p>c. KG suggested that replacement or refurbishment of doors, which were not included in the replacement window contract, be included in the project plans. JM acknowledged that refurbishing the doors would be a worthwhile addition to the facelift of the Hall, but the current agreed priority was work to improve CBB, including insulation and heating and decoration, to make it more comfortable and attractive and, hopefully, more profitable.</p>	
9.	Hiring & Rentals:	
9.1	<p>a. The new CVH Booking Site would be presented by JaC and JC on 15 May for approval before going live. It will include updated and simplified hiring rates and an online booking calendar that would be hosted in CVH's Website. A draft of the booking calendar will be sent to KG, she will test it to ensure it works correctly. If the new booking site is approved, the new rates will be effective immediately the site goes live. Rental Rates for existing hirers will change on the 1st June 2025. .</p> <p>b. Payment for Damages. It was agreed that hirers should be required to sign to agree to reimburse costs incurred as a result of damage. Deposits against damage are not required. If damage does occur an invoice will be raised to ensure the hirer reimburses CVH for the cost of the damage. T&Cs to be amended to reflect this.</p>	<p>JaC/JC</p> <p>KG</p> <p>NiC</p>

	<p>c. Booking Deposit. A deposit may be required to secure a booking for a major event far in the future when the booking may lead to alternative bookings being turned down. The amount of the deposit is to be agreed by the Booking Clerk with the Trustee responsible for Hiring. T&Cs to be amended to reflect this.</p> <p>d. Approval of the risk assessment to be taken at the CVHMC meeting on 15th May when booking calendar approval vote will be taken to enable it to go live.</p> <p>e. The Terms of Hire document amendments. NiC will deal with them to ensure they are complete by the CVHMC meeting on 15th May.</p>	<p>NiC</p> <p>NiC</p> <p>NiC</p>
10.	HR Updates	
10.1	<p>Matters Arising</p> <p>a. A signed copy of Aiden's contract is now available. Closed</p> <p>b. Updated staff handbook is now available in Teams. Closed</p> <p>c. DB/JM will obtain a blank staff appraisal form and ensure it is available on OneDrive.</p> <p>d. LH to conduct appraisal for JaC for 2024/2025. Date to be confirmed.</p> <p>e. JM/JC will conduct appraisal for SP. Date to be confirmed. At her appraisal they will discuss with her when she will conduct the staff appraisals she is responsible for and confirm that NC will assist her with them.</p> <p>f. Revision of Trustee roles is needed. A meeting will be arranged for this in early June, hopefully on a Monday at 6.00pm in the VH.</p>	<p>DB/JM</p> <p>LH</p> <p>JM/JC/SP</p> <p>DB</p>
11.	Any Other Business	
11.1	<p>a. The outside blackboard has been refurbished. Closed.</p> <p>b. KG working with Warminster and Westbury Youth Club to discuss and work out a way forward to organise events for young people. She will work with them and SP to decide how best to proceed with this. Ongoing.</p>	<p>KG</p>

Recorded by: N Cornock Secretary

Approved by: J McIntosh Chair