

21st AUGUST 2025

<p>Trustees Present:</p> <p>John McIntosh JM* Chair</p> <p>John Curtis* JC</p> <p>Nicky Cornock NiC* Secretary</p> <p>Alec Thomson AT</p> <p>Jamie Rideout JR</p> <p> * Indicates also CBB Director</p>	<p>Apologies/Absent:</p> <p>Lysa Hutchins LH</p> <p>Niki Carpenter NC</p> <p>Karungi Grant KG</p> <p>Sara Palmer SP</p>
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ITEM	POINTS COVERED	ACTION
1.	<p>Introduction</p> <ul style="list-style-type: none"> a. Matters arising specific to any agenda item are shown in the appropriate section below. b. The minutes from the meeting held on the 17th July 2025 were approved and accepted. 	
2.	<p>Financial Report</p> <ul style="list-style-type: none"> a. NC is sourcing a short version of insurance cover. Ongoing. b. The Gift Aid application relating to the anonymous donation is being completed. Ongoing. c. A donation of £800.00 has been received from the Thursday Cafe which has been added to unrestricted funds. JM and JC have sent them a thankyou letter. d. JM to inform Martyn Spratt of proposal to extend agreement with H&CFC for £600.00 for the 2025/2026 football charges. e. NC has written to the Motion Picture Licencing Company justifying why their licence is not needed for CBB. f. DB investigating grants to assist with the purchase of the floor cleaner. JM will liaise with him for an update. g. JM has written to Wessex Internet for information on whether or not a broadband booster is needed and is awaiting their response. h. The financial reports for June and July 2025 were emailed to committee members and trustees. i. JC confirmed that the reduced opening hours are helping to reflect on CBB accounts and that credit for this should go to SP and her team. j. British Gas have processed the certificates confirming a reduced rate of VAT for CVH & CBB k. Insurances are in place for CVH and CBB. l. The PPRS licence has been paid 	<p>NC</p> <p>JM</p> <p>JM</p> <p>JM</p>

	<p>m. SP and NC had had a meeting with Dransfield's new representative who had discovered no contract was in place and prepared a new contract for 3 years. It includes recovering the pool table and some additional "kit" which SP can advise on. Some commission relating to the new contract is due to CVH/CBB. A query was raised in relation to a gaming licence. Dransfield will liaise directly with Wiltshire Council to ensure a licence is in place.</p> <p>n. Outstanding invoices have now all been paid.</p> <p>o. There have been overweight charges from Hills Waste but they are negligible and do not cause any concerns.</p> <p>p. JM asked for confirmation that all rental income from CVH's tenants is up to date. JC confirmed it is.</p>	
4	Trading, Events and Rentals	
4.1	<p>Bar Managers Update</p> <p>a. NiC advised that the basic cost for Amazon Prime Video is £5.99 per month and that additional "bolt ons" can be purchased depending on what is required. NiC will forward all necessary information to SP for her to investigate this further.</p> <p>b. No BM report received.</p>	NiC
4.2	<p>Events</p> <p>a. JR had discussed additional traders with the organisers of the Christmas Artisan Market but doesn't see an opportunity presently.</p> <p>b. JM raised the need for contracts for commercial events. The Booking Hub already covers the standard hire rates for commercial use, but we need to clarify what is permitted and what CVH reserves the right to do themselves. JM will discuss ideas with KG in the first place.</p> <p>c. JR will liaise with LH regarding hosting a CVH Christmas Event.</p> <p>d. CBB is considering hosting a Halloween and Christmas event.</p> <p>e. All booked CBB events are on CVH website.</p>	JM/KG JR SP
4.3	<p>Rentals</p> <p>a. The alternative location for the food trucks has not been tested yet. NiC will check if the trader due tomorrow (AOM's Thai Kitchen) is happy with the new location. <i>After meeting note: NiC met with her and directed her to the new location. She was very happy and felt it was a better location than in the car park. She plans to put an advertising board at the entrance to CVH to, hopefully, attract more customers.</i></p> <p>b. JM is looking into someone who can manage a social media publicity plan to advertise and draw people to more detail on the CVH website.</p> <p>c. The bookings clerk has added additional contact information to her email responses and voicemail messages to assist anyone who has an urgent problem. NiC has made herself available if either JaC or KG are unable to meet hirers at CVH.</p> <p>d. A draft Coporate Hire Brochure has been produced. It was agreed that although the basic format is there more work is needed to address packages, costings, set up and take down costs and more.</p>	JM

	<p>NiC will meet with KG to discuss this further and will then forward a draft document to the committee to enable them to come to the meeting prepared with their thoughts. Once the package has been accepted by the committee a meeting will be arranged with local businesses to ask for their thoughts on what CVH is proposing to offer Corporate customers.</p> <p>e. JaC raised the issue of the cancellation wording in CVH's current terms and conditions of hire. They are different to what is in the Booking Hub which at present says 7 days. Following feedback she has received from WVHA she feels a change is needed to both. NiC to meet with KG to discuss this to enable further discussion at the September meeting.</p>	<p>NiC/KG</p> <p>NiC/KG</p>
5.	<p>Building and Estate</p> <p>a. JR has sourced a new noticeboard along with concrete to erect the posts needed to replace the old noticeboard at the entrance to CVH. AT will purchase the posts needed. JR explained that it is likely the neighbour's fence panel will need to be replaced when the old noticeboard is removed. It was agreed that as a gesture of goodwill CVH will purchase and install one. JR will advise the neighbour and liaise with AT for a date to replace the noticeboard and confirm the date at the September CVHMC meeting.</p> <p>b. A sign has been put up advising where the water heater controls for the toilets are located.</p> <p>c. The Electric Survey has been completed at a cost of £900. AT assisted over 2 days. There are a number of C2 rectification actions to be taken. Estimated cost £320 provided that we isolate the external spotlights circuit rather than replace the faulty lights. The rectification task will take 1 day provided that AT assists. The eventual replacement of the external lights will be left until the roof and walls are refurbished under the major insulation project. It was agreed that AT should go ahead and instruct this work.</p> <p>d. The Patio Doors have a faulty seal which Thermaglaze are coming to inspect on 4 Sep. If they consider the damage was caused by us then we will get an estimate of cost to fix the problem. If it is faulty commissioning then they will do the repair for.</p> <p>e. Toilet cistern replaced in Ladies - no cost. LED light repaired in Ladies - no cost. Light tube replaced in Gents - no cost.</p> <p>f. Faulty Fire Exit sign replaced in main hall - £35.</p> <p>g. Barbecue loaned. Fee charged £10.</p> <p>h. Signs made and fitted for "No Dogs outside the Picnic Area." Cost £25.</p> <p>i. The Thursday working party have been fitting shelves, gutters and a water butt for the Village Bookstop - no cost to the VH. They have also been emptying rubbish bins, mowing, weeding and keeping the King's Walk clear of brambles and nettles.</p>	<p>JR/AT</p>
6.	<p>Committee Administration -</p> <p>a. NiC requested that everyone reads and responds to emails in a timely manner. Often emails which require an action are received very shortly before a meeting.</p>	

	Also there have been instances of minutes not having been read with anyone absent from that meeting needing to have items repeated and explained which causes a protracted meeting. Emails indicate if a response is required (or not).	
7	Parish Council Update <ul style="list-style-type: none"> a. NC took CVH concerns to the Parish Council over the placement of the notice board. They maintain that it should be in the centre of the village as it is specifically for the Parish Council and not a general notice board. They have decided to re-site it on the wall next to the book stop rather than within the village hall site. 	
8	Refurbishment Project <ul style="list-style-type: none"> a. DB is working on a Lottery Grant application and a draft should be available by the end of August. b. JM to obtain updated quotations for the work and confirming that the companies are still in business. c. JM confirmed that other areas are being explored to assess the options for smaller grants which would be useful 	DB JM JM
9	HR Updates <ul style="list-style-type: none"> a. JC to conduct SP's appraisal for 2024/2025 and submit completed form to NiC. Ongoing b. SP and NC to conduct Aiden and Aaron's appraisals for 2024/2025 and submit completed forms to NiC. Ongoing 	JC SP/NC
11.	Any Other Business	
11.1	<ul style="list-style-type: none"> a. JaC requested a set of keys. SP will have a key to the bar key cut for her. b. NC is still waiting for confirmation from Wiltshire Council that CVH is not a food business. c. The proposal to install measures to prevent unauthorised access to the playing fields had been explored further. Matt Hutchings had volunteered to lead the project and believed that he had identified the funding required for a barrier gate for the access from the High Street and dropping posts to prevent access around either side of the Hall. It is also expected that the labour involved could be provided by volunteers helpers. JM had received advice that planning permission was not required. It was understood that the PC had also indicated their support for the plan to prevent unauthorised access, NC to confirm. d. NiC requested funding to add CVH to a National venue search site, Venues4hire. All other local halls are listed on it. CVH has a temporary listing until such time as there is an agreement to fund the entry. The cost is £40.00 for 2 years. Agreement was given to fund the cost. NiC to provide JC with an invoice. 	SP NC NC NiC

Meeting closed at 9.15pm

Recorded by: N Cornock Secretary