CODFORD VILLAGE HALL MANAGEMENT COMMITTEE
MEETING MINUTES 16TH JULY 2026

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

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 18th July 2026 were approved.	
2	**Financial Report** a. The CVH and CBB management accounts the 3 months to the end of June 2026 were forwarded to trustees and committee members. JM commented that it was good to see from these figures that CVH is managing its finances appropriately. b. Copies of the draft budgets for both CVH (Unrestricted Funds only) and CBB in respect of the year ended 31 March 2027 were forwarded to trustees and committee members to enable questions to be raised and answered prior to the meeting. As there were no questions raised the budgets were adopted at the meeting. c. JC confirmed that the documentation etc to return the equipment BT had been received. CG will deal with this. d. JC advised that the current electricity contract expires in December 2026 and requested approval to start the process of exploring a new contract now. The request was approved. He will engage with Utility Aid to do this with help from JB. JM requested that UA are asked to confirm that they are a "not for profit" organization. JC will check. e. JC confirmed landline usage was minimal. This and the requirement for a UPS will be discussed at the Emergency Hub meeting. JM will report on this. *(Afternote: at the Emergency Hub meeting Cllr Thornton confirmed that the cost of maintaining a landline, to ensure emergency contact, would be borne by CPC. JC agreed to take this forward with WxI).* f. The information needed by the accountants regarding 2025/2026 accounts is being forwarded to them which will enable them to sign off the accounts. Once this is done CVHMC will be able to arrange a date for the CVH and CBB AGMs potentially in September 2026.	**CG** **JC/JB** **JC** **JC/JM**

	JM will provide the Treasurer with the Chairman's report. g. There is an invoice outstanding regarding an April Hall booking. The booking clerk was asked to send a reminder but no payment received. JC will send invoice and reminder directly to the Company's accounts department to avoid further delays in settling the invoice. h. LH suggested CBB hosts and publicises more sport TV as this could be a useful additional income stream. SP to advise.	**JC** **SP**
3	**Trading, Events and Rentals**	
3.1	**Bar Managers Report** a. Bar manager confirmed no report for June	
3.2	**Events** a. Glasses have been removed from storage and located in the kitchen to form part of kitchen equipment available to hirers. b. KG continuing to publicise Car Boot Sales, investigating other areas for publicity and linking up with more vendors. The booking clerk has sourced a coffee vendor for the Car Boot Sale in July. KG will prepare a report on the July 2026 CBS and forward it to CVHMC. *After note: report received.*	
3.3	**Hiring and Rentals** i. JM advised that the open-air event planned for 29th August will now take place on Saturday 12 September.	
4	**Buildings and Estates** a. AT attended the Warminster Area Board on 2 July, briefed the Board and was granted £1500.00 towards the cost of the shipping container. The treasurer should receive the money by the 20th July 2026. *After note: monies received by Treasurer and banked.* b. The Shipping Container has been ordered and is due delivery on 16 July. It will have a special padlock. The hard points are in place. Our task is to fit it out to take the gardening equipment thus making room for the Workshop. *After meeting note: the container has been installed* c. A new lock with a spare key has been fitted to the Electric Room. d. An outside tap has been installed. e. A ceiling panel has been re-fitted in the Main Hall. f. Rubbish disposal post The Fete was a smelly, major task. It should be all gone by 15 July. g. We have been mowing around the King's walk and Jubilee Garden. h. A new Key Press has been fitted to hold extra keys for the Emergency Hub. i. We helped to clear Gerry Good's garage and have been given some good quality tooling by Elizabeth Good. We plan to man a stand at the Car Boot Sale to dispose of unwanted tools. j. A Rope Bridge for the children has been constructed among the	

	trees. CG to investigate potential safeguarding and health and safety issues and if necessary erect signage to advise users on safe usage of the facility k. We have recruited 2 new helpers - Tom Hartshorn and Nicke Foote. l. Smoking area signage to be reviewed to ensure it is prominent. m. The rear CBB Fire Exit ramp is still work in progress. CG will report on his findings at the August CVHMC meeting to confirm if one can be self-fabricated or CVH needs to purchase one. n. CG will compile a list of what tradesmen are required to be in place prior to Ats retirement to ensure all potential maintenance issues can be addressed. o. JM confirmed that when AT retires CG will be the CVH trustee in charge of maintenance.	**CG** **SP** **CG** **CG**
5	**Committee Administration** a. CG asked if old paperwork in the storage shed can be disposed of to enable it to be used to store maintenance equipment. JC advised that it requires checking and sorting before a decision can be made. It was agreed to move it to the loft to enable the storage shed to be cleared, cleaned and the maintenance equipment relocated.	**CG**
5	**Parish Council** a. The next PC meeting is scheduled for 27th July 2026.	
6	**Community Workshop** a. The cheque from Enterprise will be handed over on the 21st July 2026. Photos to follow. b. The workshop needs to be fitted out with tool storage, a ramp and tools. c. Opening hours will be Saturday mornings until more volunteers are recruited. LH and CG will discuss ways to attract volunteers to operate the workshop. d. The launch event is being planned for formal handover of the facility, possibly on the 12th September 2026. Representatives of those who have donated and/or awarded grants will be invited. JB and CG will take photographs. LH and CG will discuss ways to publicise the launch. More information will be provided at the August 2026 CVHMC meeting. e. CG confirmed the CW will need a float to cover incidental expenses and consumables. JC will arrange for the float the maintenance team holds to be formally allocated to the CW after the launch.	**LH/CG** **CG**

	f. CG will prepare the Terms and Conditions document which will cover all aspects the CW that volunteers and users need to comply with. g. The cost of membership fees are still under discussion. There will be various levels of membership, e.g. one-off attendance, multiple attendances etc. h. There will no lower of upper age limit but discussions are under way to confirm the age at which a parent or guardian needs to accompany a user. i. CG will prepare a set of rules for users of the CW j. CG will prepare a health and safety poster for users of the CW k. CG to check if any advice on the Mens Shed organisations website can be used to assist with setting up CVH CW, e.g. rule of use, health and safety etc.	**CG** **CG** **CG** **CG**
7	**HR Updates** a. The Booking Clerk has tendered her resignation effective from 31st August 2026. It was proposed to advertise this as a volunteer post (which it has been in the past) to reduce CVH expenditure on staffing costs. Pete Cornock has offered to take on the role for a probationary period of 3 months to ensure the change meets all CVHs needs. If it does approval will be given for the role to remain a volunteer post. JM will oversee this.	
8	**Any Other Business** a. The design and wording for the business cards was approved. 500 cards will be ordered at a cost of £34.00. b. NC has emailed The Van Club again but no response to date. She will email them again with further information on the products they need to use to ensure no damage is caused to CVH's drainage systems. c. KG emailed everyone with detailed information from the company wishing to site a dog wash facility at CVH. This will be discussed further at the August CVHMC meeting. *After meeting note: information received* d. JM will deal with progressing the CVH noticeboard. *After meeting note: supplies are being ordered which will enable the Thursday team to erect the noticeboard.* e. JC reiterated the usefulness of the Wiltshire Community Lottery to generate funds for CVH. He asked where existing publicity is located and suggested other locations for posters etc. NC will ask Budgens to put up a poster, ask the Parish News to insert some wording on its Codford page and email any and all other village organisations who may be willing to advertise it. f. JM reported that there had been a failure with WIFI in the Main Hall and has relocated the router to the Edwards Room where it appears to be working correctly. He requested that trustees inform him if they spot any further problems.	**NC** **NC**

Meeting closed at 9.50pm Recorded by: Secretary Published by: Chairman