

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON

Wednesday 2nd November 2022, 7.00 pm
Held at Coddington Community Centre

1. Attendees: Malcolm Baker (Chairman), Sally Briggs-Price (Clerk), Linda Cox, Mike Cox, Maggie George, Anita Smith, Jonathan Smith, Barry Wellard, Mike Hall (Visitor, with a view to joining the team of Trustees)

Apologies for absence:

Mark Burrell, Clare Tewson,

2. Approval of minutes of the trustees' meetings from 7th September 2022

The Trustees unanimously agreed the meeting minutes.

3. Matters Arising

- Mark Burrell will be stepping down as Trustee - **Sally to remove him from the Charity Commission and update any other trustees who are not listed.**

4. Finance/Procurement

- **Current balances** – Current account £3164.23, Savings account £26,475.91, Bonds £820. **Sally to continue to provide copies of income / expenditure and send out with meeting minutes.**
- **Energy quotes** – Due to the % increase in energy costs and maintenance costs, it was suggested that we may need to review hire rates.
- VAT reductions forms have been submitted for our energy accounts to reduce the vat to 5%. Electricity account has been completed and a rebate of £1077.89 has been applied.
- Contact RCAN to see if we are eligible for any further support with energy grants. **Sally to contact Jodie.**
- **Heating Loss Survey** – last carried out in August 2021. Recommendations to be reviewed at each meeting and worked through.
Current actions:
Heating System:
1) Weather compensation control / frost protection
2) Stop start
3) Hive system
Quotes and recommendations to be obtained through Derry's and Linda will raise at next parish count meeting.
- **Pensions** – New declaration to be send out. **Malcolm to action.**

5. Maintenance Update

- **Dorma Door** – Has now been repaired.
- **Gas Boiler / Ambirads** – **Service to be re-arranged, awaiting new date.**
- **Lighting Protection** – Completed
- **5-year fixed wiring testing due this year** – **Awaiting Date**
- **Failed Emergency Lighting** – **To be replaced with LED's**
- **Oven cleaning** – Quote from Oven Busters for £85 – Booked for January
- **Decorating** – **Review in the spring**

6. Car Park

- **Speed humps** – Installed
- **Hedge Cutting** – Completed.
- **White Lines** – Barry has obtained quotes for paint, all trustees unanimously agreed to go ahead with painting our own lines.
- **Complaint raised about uneven blocks being a trip hazard** – Some blocks are sunken and uneven and some kerbstones are wobbly – Completed
- **Sweeping of car park** – To take place during February half term
- **Standing water in car park** – Ongoing issue, Mike to further investigate draining options.

7. Bookings update

- **Casual users** - 45 email & 6 phone enquires since the last meeting. 15 new confirmed bookings. Fully booked up to Christmas and limited dates in January.
- **Regular users** - New class, Soccer Stars have booked every Monday 4-p.m., Dance Group has booked a further 7 sessions, Humberside CKCS have booked a further 2 dates in February and September.
Cancellations – Newark Spiritualist have cancelled Fridays sessions, but have booked Sundays through to December 2023.

8. Any Other Business

- **Talk Learn Connect (TLC Project)** – RCAN offering free support to design develop and facilitate an event to help local communities' coming together to talk, learn, connect. Sally to contact Jodie to see if the funding could be used to advertise the community centre further down Beacon hill and possibly allowing additional copies of the Coddington Village news to be printed and distributed. Sally to ask Jodie and Linda will raise with the Parish Council.
- **Appraisals** – Ian and Sally to have appraisals in March.
- **Age UK – Digital inclusion programme.** Posters to be printed and put up in the Community Centre and notice boards. Adverts are too large to be added in to the CVN.
- **Vice Chair** – Maggie to join the team as Vice Chair to support Malcolm, all trustees unanimously agreed.
- **Christmas Opening Hours** – Closed between 24th December – 2nd January, reopen on Tuesday 3rd January 2023. Sally has contacted Sliming World, they are having 2 weeks off so will not require the hall.
- **CCTV** - Not working. Malcom to report.
- **Governance** – CCTV policy is the next to be reviewed
- **Carols around the tree** – 14th December at 6.30 pm
- **Christmas Decorations** – to put up 4th December from p.m., help required from anyone that is available.

Meeting closed at 8.45 pm

Next Meeting – Wednesday 4th January 2023 Time 7 p.m.
(Future meetings in 2023 – 1st March)