

CODDINGTON COMMUNITY ASSOCIATION

MINUTES OF THE TRUSTEES MEETING HELD ON THURSDAY 9th JULY 2020 AT CODDINGTON COMMUNITY CENTRE

1. Attendees: Malcolm Baker (Chairman), Mark Burrell, Maggie George, Marion Fox Goddard (Clerk), Louise Holliday, Ian Lawson (Site Manager), Clare Tewson, Barry Wellard.

Apologies:, Mike Cox

2. Approval of the minutes from the Trustees Meeting held on January 21st, 2020 and March 17th – Both sets of minutes were approved. Louise to be added to the attendees for the January meeting.

3. Matters Arising - All actions completed with the following exceptions (to be covered at the next meeting/actioned before)

- Governance/new constitution
- Dyke maintenance
- Cleaning under the stage
- Internal LED lights

4. Finance/Procurement

a. **Current balance** - £30,951

b. **Outgoings** – During lockdown payments have been made for the varnishing of the hall floor, PAT testing (Parish Council), Dorma Doors (Parish Council), Fire Extinguisher servicing (Parish Council) and HR software.

c. **Wage Review** – The Trustees agree a 50 pence per hour wage increase (in line with the minimum wage increase) for the Site Manager and Clerk. This will be backdated to April 1st 2020. **Barry to arrange.**

5. Preparations for reopening

Ian to purchase the following items:

- Distancing tape and arrows for the floor
- Towel/blue roll dispensers for the toilets/Main Hall/Jubilee Room
- Hand Sanitiser dispensers for the Corridor/Main Hall/Jubilee Room
- Cleaning Spray for the toilets/Main Hall/Jubilee Room
- Blue Roll/Hand Towels
- Bowl
- Masks, disposable gloves, disposal aprons

Marion to adapt Fernwood's Risk Assessment, Special Conditions, User questionnaire to make it suitable for Coddington Community Centre and send to the trustees for consultation

Marion to prepare signage for the centre based on the risk assessment and one way system discussed.

When all groups are back, there may be the need for additional cleaning; the possibility of hiring a cleaner for this was raised as a possibility. **Ian to keep trustees informed. Maggie/Malcolm to discuss the potential need for financial support due to measures taken to prevent the spread of Covid-19 with the Parish Council.**

The possibility of moving the SNU's Sunday booking into the Main Hall whilst Covid-19 precautions are in place was discussed. Changes that the users request will need to be considered on a case by case basis dependent on other users in the hall and capacity.

Should there be any cases of Covid-19 in the hall/it comes to light that someone who has been in the hall has become ill with it, the Trustees felt closing the hall for 72 hours was the most sensible option. Capacity figures to account for 2 metre distancing - The Trustees want to minimise risk to users, employees and volunteers. This will be reflected in the risk assessment and users will need to sign the special conditions to ensure they meet these requirements.

Aim to reopen the centre on 18th August dependent on all necessary preparation work having been done and agreements in place with users.

6. New Bookings

The Trustees agreed to hire the Main Hall to Slimming World on Saturday mornings 6am to 1pm, 52 weeks per year from when we open. Weekly fee £60 subject to payments being up to date.

A drama group has enquired about booking the hall one day per week over the summer holidays – This will not be possible.

7. Any Other Business

- a. CCTV requirement **Maggie/Malcolm to raise with the Parish Council**
- b. Grass cutters have damaged a pipe - **Maggie/Malcolm to raise with the Parish Council.**
- c. Site Manager and Clerk to be brought back to normal employment (from the furlough scheme) from 9/7/20.

8. Holiday Cover

1st -17th August – **Barry/Malcolm to cover?**

1st – 4th October – To be decided at the next meeting (Barry cannot do)

9. Dates of Upcoming Meetings – at Community Centre

Next meeting: September 15th at 7pm, November 17th AGM

Meeting closed at 8.45pm