

**CODDINGTON COMMUNITY ASSOCIATION CIO**  
**Charity Number 1192482**

**MINUTES OF THE TRUSTEES MEETING**  
**HELD ON**  
**Wednesday 4<sup>th</sup> May 2022, 7pm**  
**Held at Coddington Community Centre**

**1. Attendees:** Malcolm Baker (Chairman), Linda Cox, Mike Cox, Maggie George, Marion Fox Goddard (Clerk), Anita Smith, Jonathan Smith, Clare Tewson, Barry Wellard

Apologies: Mark Burrell

**2. Approval of minutes of the trustees' meetings from 2<sup>nd</sup> March 2022**

The Trustees unanimously agreed the meeting minutes.

**3. Matters Arising**

- **Rainwater system decommissioning** – To be done on 1/6/22.
- **SNU** – Despite attempts to get all (6) of their keys back, we have only received 2.
- **Fence** – New fencing has been ordered but the supplier is failing to give a date for completion of the work. Malcolm will give them one month; if it has not been completed, he will look to use another supplier.
- **Bank** – shortly after the last meeting Barclays extended their opening hours so Marion has not looked any further to move the accounts.
- **Fire Risk Assessment** – Malcolm outlined the changes required to the plan – **Malcolm to finalise.**

**4 Finance/Procurement**

- **Current balances** – Current Account £4416.27, Savings Account £24,966.33
- **Energy quotes** – the Trustees agreed to not tie in for a long-term deal through the 2 brokers that had provided quotes. Will move to variable rates when the existing deals end (Electricity 3/2/22, Gas 1/9/22) – **Trustees to keep close eye on new rates when they arrive and decide how to proceed with energy prices/centre hire charges over the next 6-9 months.**
- **End of financial year audit** – Has been completed by Jill Skelley. **Marion to arrange payment. Report and figures to be presented at the AGM and then be submitted to the Charity Commission.**

**5. Governance**

2020/21 accounts have been submitted under old charity. 2021/22 accounts will be submitted under the new charity. **Malcolm to check if there is any reason to keep the old charity open and if not, make arrangements to close it down with the Charity Commission.**

**6. Policy Review and Update**

- **GDPR update** – Malcolm is now working on these – **Malcolm to send to Trustees to review**
- **User Ts and Cs** – completed and on website.
- **New Health and Safety Policy and Risk Assessment** – Malcolm has updated these with feedback from Linda. **Malcolm to send documents to Marion for the website.**
- **New Key Policy** – Proposed document accepted. **Marion to publish on website and send Ian feedback on lists provided.**

- **Free Usage Policy** – Proposed changes accepted. Marion to publish online with charity purpose and details of the event planned added to point 3

## 7. Maintenance Update

- Legionella risk assessment – Derrys have explained that the hot water storage tank is sealed so won't cause a legionella risk and Barry has found an online legionella training course for £12 per person. Barry, Ian, Maggie and Malcolm will do the training - Barry to organise. When Legionella Risk Assessment is due, Barry to get a quote from Derrys.
- Jubilee Room lighting upgrade done. Remainder of lights will be upgraded to LED as they fail.
- 5-year fixed wiring testing due this year – Barry to get quote.
- Sewerage System desludge needs to be done this year – Barry to organise.
- Oven cleaning – Barry to arrange.

## 8. Car Park

- Yvette has found a speed hump that can be put in the car park (about 6ft from the entrance). Parish Council will arrange – Malcolm to let Yvette know, the Trustees thought this is a good idea/wondered if a notice would be required.
- Flooding – this was briefly discussed but no action agreed.

## 9. Bookings update

- Potential New booking – Spiritualist church (ex SNU members)
- 1 new regular badminton booking.
- Lots of party bookings coming in.

## 10. Fundraising ideas

- **Jazz in the Village** – The Trustees did not want to proceed with this.
- **FADS** – Maggie suggested that Fernwood Amateur Dramatics group may be able to bring their next murder mystery to the centre.

## 11. Any Other Business

- a. FIT – Marion to check when we last received a payment.
- b. RCAN training – Malcolm detailed that this may be useful in future.
- c. Clerk vacancy – Malcolm detailed that Marion has handed in her notice and will finish on 30/6/22. Advert will go in the CVN and centre Facebook page.
- d. Pay – 6% increase will be backdated to April 1<sup>st</sup>.
- e. Energy Efficiency – Malcolm detailed that we need to get off the grid. Proposed projects include – having batteries to store solar power, alternatives to gas (the pros and cons of air source heating were discussed), improved insulation. Malcolm also suggested installation of a timer on the immersion heater which was approved by the Trustees. Marion to resend EPC to Trustees
- f. Criminal Damage – At the beginning of April, dog waste was thrown at the building. CCTV was checked and this was reported to the police. CCTV log is now in place.
- g. Feedback book – Malcolm has bought this, and Barry will do a label – Barry to leave at the centre for use.
- h. Cover for Ian – Malcolm detailed we need more Trustees who can do this. Maggie is happy to help if she can be given a refresher.

Meeting closed at 8.35 pm

**Next Meeting – Wednesday 13<sup>th</sup> July 2022 Time 7pm (AGM followed by Trustees meeting), Coddington Community Centre**

**(Future meetings in 2022 – 7<sup>th</sup> September, 2<sup>nd</sup> November)**

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