

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON
Wednesday 4th January 2023, 7.00 pm
Held at Coddington Community Centre

1. Attendees: Malcolm Baker (Chairman), Sally Briggs-Price (Clerk), Mike Cox, Maggie George, Anita Smith, Jonathan Smith, Barry Wellard, Mike Hall, Councillor Dikkez (Visitor)

Apologies for absence:

Clare Tewson, Linda Cox

2. Approval of minutes of the trustees' meetings from 2nd November 2022

The Trustees unanimously agreed the meeting minutes.

3. Matters Arising

- **EPC Review – with Councillor Dikkez, Domestic Energy Assessor.**
From 2023 all commercial buildings need a minimum energy rating of an E, it has been proposed they by 2030 this will increase to a B rating.
Coddington Community Centre is currently rated a C, however only 2 points off a B. Future goal is to be Carbon Neutral and since last EPC review, changes have been made and some items noted on the EPS report are already in place.
Points to question with the EPC assessor are:
 - **Timer** – *Timer in place and time controls are set and in use.*
 - **Boiler** - *Make / model to be added to report, currently has default value.*
 - **Stop Start added to Boiler** – *We believe this is already a feature on the boiler*
 - **TF Lamps** – *to be replaced with LED lighting – Nearly all have been changed. Last few remaining to be changed.*
 - **Temperature Controls** – *All radiators have thermostatic controls. Do we need to look at zoned heating? Take advise on this with heating engineer, but not an option if we are to replace the current heating system.*
 - **Outside temperature compensator** – *Already in place*
Malcolm to contact assessor to review
- **Air Pressure test / Thermal cameras** – *Test to check where we are losing our heat from. Councillor Dikkez will recommend a company to carry this out.*
- **Installation** – *Have the wall cavities checked to determine if they are filled or not. Look into grants / funding to increase the installation.*
- **Air Source heating / Ground Source heating**- *Both options discussed, ground source heating is slightly more expensive but around 15/20% more efficient than air source heating. Consultant would be required to investigate both options to see if either are feasible. Both are of high expense. A grant would be required for funding.*

4. Finance/Procurement

- **Current balances** – *Current account £3574.70, Savings account £26,490.37, Bonds £520.49. Sally to continue to provide copies of income / expenditure and send out with meeting minutes.*
- **Energy quotes** – *No new quotes. Hopefully rates should start reducing in coming months.*

- **Energy Grants** – Applied for via Nottinghamshire County Council in December.

5. Governance

- CCTV Policy to review – All trustees have reviewed and agreed no changes are required.

6. Maintenance Update

- **LED Lighting** – £625 + vat for replacing 6 failed emergency lights plus one ordinary light.. All Trustees agreed to proceed with this quote.
- **Decorating** – **Review in March**
- **Re-varnishing of main hall floor** – Investigate different options for other multipurpose flooring varnish that would be better suited for dancers but still substantial for sporting activities. Usually, cots around £2500. **Maggie and Mike to review with Ian.**

7. Car Park

- **White Lines** – Barry has obtained quotes for paint, all trustees unanimously agreed to go ahead with painting our own lines. **Barry to order paint**
- **Sweeping of car park** – **To take place during February half term**
- **Standing water in car park** – Manholes have been checked, water is draining away as it should. Look at French drain – **Maggie to investigate**
- Maintenance schedule for car park – look to review and put in place.

8. Booking Updates:

- **Casual users:**
28 email & 7 phone enquires since the last meeting.
15 new confirmed bookings.
Fully booked in January, limited dates remain in February. Bookings for summer are starting to come in.
- **Regular users:**
Soccer Stars - continuing throughout January
Coddington School – monthly Senco meeting
Spaniel dog show – interested in 1st October
Red Fox Fair – interested in booking 1 Sunday every other month.
- **Cancellations:**
Christian Mission – now finished
Little Learners – maternity leave from February 23

8. Any Other Business

- **Mike Hall to Join the board of Trustees.** All forms signed - welcome to the team Mike.
- **TLC Project** – RCAN could help with some of the printing costs for leaflets but not the cost of the additional costs of printing to CVN magazine. CPC will include the community centre section of the magazine on their website.
- **Appraisal document** – **Barry to update Linda**
- **Water heater** – Only reaching 60 Degrees. **Ian to contact Derry's.**
- **Claire, Trustee** – Not attended meeting for over 6 months. **Malcolm to pick up.**
- **May meeting** – Move to 10th May.

Meeting closed at 8.35 pm

**Next Meeting – Wednesday 1st March 2023 Time 7 p.m.
(Future meetings in 2023 – 10th May)**