

CODDINGTON COMMUNITY ASSOCIATION

MINUTES OF THE TRUSTEES MEETING HELD ON TUESDAY 21st JANUARY 2020 AT CODDINGTON COMMUNITY CENTRE

1. Attendees: Malcolm Baker (Chairman), Mark Burrell, Mike Cox, Maggie George, Louise Holliday, Barry Wellard (HR/Maintenance), Marion Fox Goddard (Clerk) and 7 members for item 2a.

2. Governance

a. New Constitution

Malcolm outlined the reasons for the suggested change of Constitution which is one of the Charity Commission constitution options (Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees). This has the following benefits:

- Better for employing staff
- In line with technological advances
- Trustees aged from 16 years
- Takes away the financial responsibility of trustees

Attendees were invited to ask questions and give their feedback

- Request made to add the fact that the centre is owned by the Parish Council
Malcolm to add to section 2
- Noted that new trustees will be given access to the Constitution and latest set of accounts. These are on the website. **New Trustees to be informed where these can be accessed going forward.**

(Members left at this point).

b. Trustees

Malcolm recommended to the trustees that Mark Burrell be invited to join the trustees as a representative from the Autumn Croft estate. **Marion to arrange paperwork and add Mark to the Charity Commission website.**

3. Approval of the minutes from the Trustees Meeting held on November 19th, 2019

The minutes were unanimously agreed and signed by the Chairman. The AGM minutes were also provisionally agreed. **Clerk to publish on the website.**

4. Matters Arising

Malcolm briefed the trustees (for when they hand over the building when providing cover for the centre manager) on procedure for showing hirers their responsibility for evacuating the building:

- Remind the hirer that no staff will be present and it is their responsibility to evacuate the building in the case of an emergency
- Show egress points
- Show alarm call points
- Muster Points
- Call 999 and centre contact
- Sign to confirm that have been shown

Marion to remind regular Bouncy Castle providers to keep the fire doors clear.

Marion has arranged collage frames/canvasses for the corridor.

5. Finance/Procurement

a. Current balance - £25,496.41

b. **Recycling bin** – Marion had got costs from NSDC (£3.41 per week) but they had advised not to have one due to contamination issues in a public building.

6. Community Centre Free Usage Policy

The Trustees agreed the proposed policy with one amendment (over 50% of trustees to agree rather than 3). The Trustees agreed to let the Police use the centre free of charge for a bike marking event and for a Neighbourhood Watch meeting that has been requested to be given free of charge. **Marion update the policy and publish this on the website and inform the Police and Neighbourhood Watch that they can use the centre free of charge.**

8. Maintenance update

a. **Bridge/dyke Maintenance** – the dyke was cleared and this has revealed it needs to be de-silted. The school has agreed to pay 50% of the cost of this. **Barry/Ian to organise.**

c. **Stage** – Barry reported a piece of carpet to cover the whole stage would be better than carpet tiles. **Barry/Ian to organised cleaning underneath the stage and new carpet**

d. **Electric front door** — The work to allow one door to be opened electronically without burning out the other one has been done. Ian has informed our regular users.

e. **Lights** — The Parish Council has kindly agreed to pay for the internal and external LED lighting upgrade. **Barry/Ian to arrange contractor.**

f. Barry reported that all routine maintenance is up to date and clarified who pays for each of item:

- i. Emergency Lighting (Parish Council)
- ii. Fire Alarm (Parish Council)
- iii. Intruder Alarm (Centre)
- iv. Gas Boiler (Centre)
- v. PAT testing (Parish Council)
- vi. Fire extinguishers (Parish Council)
- vii. Main door maintenance – Dorma - (Parish Council)
- viii. Sewerage system servicing and desludging (Parish Council), Pumps (centre)
- ix. Legionella Control (Centre)
- x. Tank sterilisation (Centre)
- xi. Lightning Protection (Parish Council) – **Work required – Barry/Ian to organise**
- xii. Main Hall Floor Varnishing (Centre) – Needed this year - **Barry/Ian to organise**
- xiii. 5 year fixed wiring testing - (Parish Council)
- xiv. Decoration – rolling programme (Centre)
- xv. Cathedral Hygiene (Centre)
- xvi. Block paving sweeping (Centre)
- xvii. Hedge Cutting ((Parish Council)
- xviii. Dyke (Centre/school)
- xix. SIM card renewal and WIFI (Centre)
- xx. Oven Clean (Centre)

8. Bookings Update

Bookings continue to be very healthy. Malcolm had met with the Jon Brown to discuss the afterschool club – it would appear this is not viable at this stage.

10. Any Other Business

- a. **Water being heated by solar panels** – Malcolm reported that this would be costly.
- b. **ENTRUST membership** – No longer applicable **Marion to arrange cancellation of membership.**
- c. **Cover** – Required for Ian on the following dates:
 - 16th – 19th April
 - First 2 weeks of August
 - 1st – 4th October

Trustees to let Marion know if they can cover - to be finalised next meeting.

- d. Malcolm suggested where we publish our phone number that we make clear that this is an answerphone service and not permanently manned. **Marion to update website/Facebook**
- e. Barry to ask Ian to put cones out for Pittstop
- f. Insurance – **Barry to let Marion know the Buildings insurance cost so this can be recharged to the Parish Council.**

15. Dates of Upcoming Meetings – at Community Centre

Next meeting: March 17th at 7pm.

Further 2020 Trustee meetings: May 19th, July 21st, September 15th, November 17th

Meeting closed at 8.20pm