

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

**MINUTES OF THE TRUSTEES MEETING**  
**HELD ON**  
**THURSDAY 20<sup>th</sup> MAY 2021**  
**Virtual meeting via Zoom**

**1. Attendees:** Malcolm Baker (Chairman), Mark Burrell, Mike Cox, Maggie George, Marion Fox Goddard (Clerk), Barry Wellard (Maintenance).

**Apologies:** Louise Holliday, Anita Smith, Jonathan Smith, Clare Tewson

**2. Approval of minutes of the trustees meeting from 18<sup>th</sup> March 2021**

The Trustees unanimously agreed the minutes.

**3. Matters Arising**

- **Decommission the showers in both main changing rooms (which could then be used for storage) and recommission the disabled shower room.** The Parish Council has agreed with the proposal – **Work to be organised (Malcolm/Ian)**
- **Community Lottery** – First draw on 29/5 – so far we have 5 supporters.
- **Amazon Smile** – **Everyone to promote.**
- **Solar batteries** – A representative of a Company is meeting Malcolm and Mark at the centre on May 25<sup>th</sup> to give some advice on what is possible (will also enquire about car charging points). Mark has arranged some aerial photos.
- **CCTV funding** – Still awaiting feedback from the Parish Council.
- **Car charging points** – Mike has found that grants for £350 per charging point are available but costs are unclear. It is thought that electricity used at car charging points cannot be charged for so for this was put on hold for now.
- **Repair of the rain water system** – **Action to be carried to the next meeting (Ian/Malcolm).**
- **Safeguarding Policy** – published, sent to regular hirers, existing and new.
- **Car Parks work** – will be carried out in July.
- **Electrical cabinet** – has been painted by Barry.
- **Public Liability Certificate of Insurance** Barry detailed this doesn't need to be displayed in the centre as it only needs to be seen by employees.

**4 Finance/Procurement**

**a. Update**

- **Current balances** – See final page for full financial breakdown from April 1<sup>st</sup>.
- **External Funding** – Since April 1<sup>st</sup>, we have received £8000 grant from NSDC and furlough payments (full details on last page). Barry let the Trustees know he may have overclaimed on furlough claims but this can be adjusted in the next claim. Furlough percentage to be changed to 50% from May 1<sup>st</sup> 2021 – **Barry to organise**
- **Utilities** – Marion had obtained an alternative water provider quote. As the potential savings were so low (£18), changing was not deemed as worthwhile.

**5. Policy/Procedure**

- a. Discussion on GDPR and the need for policies/procedures around this - **Barry agreed to look into this for the community centre.**
- b. ACRE documents

- Model Hire Agreement
- Providing Services in Village Halls
- Village Halls and Entertainment
- Village Halls and Car Parks
- Health and Safety in Village Halls
- Health and Hygiene in Village Halls

Malcolm to add these to the shared area and share a link so the other Trustees can look at them.

**6. Employee Performance Reviews** – deferred until face-to-face meetings can be held.

## 7. Maintenance Update

- Legionella risk assessment – has been done but it was not clear if any work was needed as Barry hasn't seen the report. **Barry to check**
- Car Park – **Barry to organise a suitable date in July**
- Quote for new lighting for the main hall (LED, sports at ceiling height, low level ambient lighting and emergency lighting to make easily accessible for maintenance) – **Malcolm send quotes to Marion so these can be distributed to the Trustees for consideration.**

## 8. COVID-19 Lockdown update

Day	Times	Status
<b>Monday</b>		
Moving to Music	10:00 – 11:00	Awaiting restart date
Spotlight After School Tuition, Primary, Secondary & A level	16:15 – 18:15	On
<b>Tuesday</b>		
Caterpillar Music	9:30 – 11:10	On
Laban Dance Fitness – Ladies 50+	11:45 - 12:45	Restarts July 6 <sup>th</sup>
U3A – Geology (1 <sup>st</sup> Tuesday, monthly)	14:00 – 16:00	Awaiting restart date
U3A Craft (3 <sup>rd</sup> Tuesday, monthly)	14:00 – 16:00	Restarts September 21 <sup>st</sup>
Yoga NEW BOOKING	19:00 – 21:00	On
<b>Wednesday</b>		
Mini and Me NEW BOOKING	11:00 -12:00	On
U3A Ukelele Group	14:00 – 16:00	Restarts July 7 <sup>th</sup>
Rainbows	18:00 – 19:00	On
Guides	19:30 - 21:00	Awaiting restart date
Rangers (Fortnightly)	19:30 – 21:30	Awaiting restart date
<b>Thursday</b>		
Toddlers	9:15 – 12:30	Awaiting restart date
Daisy Baby Wrighlers for babies aged 5-10 months (baby yoga)	10:00 – 11:00	On
Daisy Baby Tinies – Baby massage 6 weeks - 5 months	11:30 - 12:30	On
U3A Knit and Natter (1 <sup>st</sup> Thursday, monthly)	13:30 – 15:30	Restarts July 1 <sup>st</sup>
Spotlight After School Tuition Primary, Secondary & A level	16:15 – 18:15	On
Kung Fu (Every Thursday except 1 <sup>st</sup> of month)	19:45 – 21:15	Awaiting restart date
Coddington Parish Council (1 <sup>st</sup> Thursday, monthly)		Restarts at the centre July 1 <sup>st</sup>
MF Dance 3 - 17 year olds NEW BOOKING	17:00 – 20:00	Starts June 3 <sup>rd</sup>
Post Office	13:00 – 15:00	On
<b>Friday</b>		
DJs Coffee Morning	9:15 – 11:00	Awaiting restart date

Short Matt Bowls and Boccia	14:00 – 16:00	Restarts July 2 <sup>nd</sup>
SNU Development Group (church)	19:30 – 21:30	Awaiting restart date
<b>Saturday</b>		
Slimming World	Morning	On
Spotlight After School Tuition	10:30 – 11:30	Restarting soon
<b>Sunday</b>		
SNU Church	17:00 -20:30	Awaiting restart date

Most of our badminton regular bookings have restarted too and party bookings are increasing.

### 9. Any Other Business

a. Regular Hirers in Arrears – Brownies and Rangers – Malcolm is now chasing these. The Trustees agreed we need to review our payment terms and course of action for late payers – **Marion to add to the agenda for the July meeting.**

b. WIFI review - **Marion to add to the agenda for the July meeting.**

### Dates of Upcoming Meetings

**Marion to check with Trustees if Wednesday evenings would suit them.**

Meeting closed at 8.02pm

**Financial Information**

Account Balances: Savings Account: £21,964.03 Current Account: 17,422.66 on 20th May 2021

**Income 1st April to 17th May 2021**

Source	Budget Title	Total Received
Various	Hire income	£ 757.00
HMRC grant	HMRC Grant (furlough)	£ 1,469.64
NSDC	Covid 19 Grant	£ 8,000.00
Barclays	Bank interest	£ 0.02
<b>Total</b>		£ 10,226.66
<b>YTD Income</b>	£	<b>10,226.66</b>

**Expenditure 1st April to 17th May 2021**

Description	Budget Title	Total Presented
Vodafone	Utilities - Mobile Phones	£ 27.85
British Gas	Utilities - Electricity	£ 149.06
British Gas	Utilities - Gas	-£ 356.85
Cathedral Leasing	Clinical Waste	
Water Plus	Utilities - Water	£ 8.85
Wages and HMRC	Salary	£ 968.77
H3G	WIFI	£ 18.48
Expenses	Licences/Expenses	£ 302.52
Jill Skelley	Audit	£ 50.00
RCAN	Membership & advice sheets	£ 150.00
Bond transfer		£ 75.00
<b>Total</b>		£ 1,393.68
<b>YTD Expenditure</b>	£	<b>1,393.68</b>