

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON
Wednesday 10th May 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, Clare Tewson, Barry Wellard, Mike Hall.

Apologies for absence: Linda Cox.

2. Approval of minutes of the trustees' meetings from the 4th January 2023

The Trustees unanimously agreed the meeting minutes.

3. Matters Arising

- **Cavity Wall Installation** – Confirmation that the walls do have cavity wall installation.
- **Re-varnishing of main hall floor** – Malcolm has checked with the school, and they do not require their hall floor to be varnished at this time
- **Car Park** – Cones have been placed over double yellow lines and seems to be working.
- **Appraisals** – Appraisals have been completed and pay rises awarded.

4. Finance/Procurement

- **Current balances** – Current account £3800.22, Savings account £29,523.89., Bonds £446.21. **Sally to continue to provide copies of income / expenditure and send out with meeting minutes.**
- **Accounts** – Audit of accounts has been completed for 22/23. **Copy to be sent to all trustees.**
- **Cost of living grant** - £1875 grant awarded by Nottinghamshire District Council.
- **Energy Price** – **Jonathan to review**
- **RCAN** – Annual membership has been renewed.

5. Governance

- **Free usage and Key policy to review**– All agreed no updates required.

6. Maintenance Update

- **Decorating** – kitchen and white woodwork in Jubilee room to be freshened up. - Barry has received two quotes, all trustees happy to proceed with Ken Hind. **Barry to arrange.**
- **Re-varnishing of main hall floor** – Malcolm has received two quotes very similar prices, all trustees happy to proceed with G.Daykin who we have used previously- **Malcolm / Ian to arrange.**
- **Oven Clean** - **Barry to obtain quote from 'Hire a wife'.**
- **Broken Fence** – All trustees are happy to proceed with Beacon Fencing to repair the broken fence and include a gate for maintenance access - **Malcolm to arrange.**
- **PAT Testing** – Complete.

7. Car Park

- **Standing water in car park** – Discussions had regarding raising the sunken middle part of the car park and replace paving with tarmac with a slight gradient to allow water to flow faster into the drain. Paving slabs could be reused to pave the grass area around the school gate and the rear fire exit.
Question raised by Maggie if we would need to contact the water board to notify them about possible car oil being washed into the drain?
All trustees agreed they were happy to proceed with obtaining quotes for the work and for applying to the district council / RCAN for community infrastructure grants to help fund – **Malcolm / Sally to pursue.*Update, Because we are under 50 car parking spaces (38) we don't have to manage waste water any differently*.**
- Broken Brick at end of path needs repairing. – **Malcolm / Ian**

8. Booking Updates:

- **Casual users:**
23 enquires since the last meeting.
11 new confirmed bookings.
- **Regular users:**
2 new regular users secured, both starting in September: Messy Artists & Cook Stars

Red Fox Fair - Had their first fair on the 30th April and had 120 through the door. Very positive feedback received from them and visitors, they liked the building, the size, and said it was clean and modern. During summer months will extend the stalls to outside.

8. Any Other Business

- Linda and Mike Cox have decided to step down as trustees and have tonight given notice. We thank you both for all your hard work, time and dedication to the Community Centre.
- Bank Holiday opening hours – All trustees agreed that no ad hock bookings are to be taken over bank holidays, but regular users can continue as normal providing Ian has been consulted and agrees.
- Call out expenses to be paid to Ian for ad hock bookings over weekends / late night closing. Any extra hours worked to be logged and passed to Barry at the end of the month. **Sally to check millage rate on AA and gov.org.**
- **Ian / Sally Holiday dates** – Maggie to provide cover 27th May – 4th June, Malcolm to cover 12th – 27th August.
- Oven Temperature - thermostat needs checking – **Barry / Ian**
- **Kitchen Cleaning – Extra hours given to Ian / outside cleaner to give kitchen a deep clean.**

Meeting closed at 7.50 pm.

**Next Meeting – Wednesday 5th July 2023 Time 7 p.m.
(Future meetings in 2023 – 6th September)**