

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON
Wednesday 5th July 2023, Following AGM at 7pm.
Held at Coddington Community Centre

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

Apologies for absence: Clare Tewson.

2. Election of Chairman

The Trustees unanimously agreed to re-elect Malcolm Baker as Chairman.

2. Approval of minutes of the trustees' meetings from the 10th May 2023

The Trustees unanimously agreed the meeting minutes.

3. Matters Arising

- Fencing quote – All trustees agreed to proceed with the quote from Beacon Fencing to replace the broken fence.

4. Finance/Procurement

- Current balances – Current account £2688.12, Savings account £29,585.45, Bonds account £447.15 **Sally to continue to provide copies of income / expenditure and send out with meeting minutes.**
- Energy Price – **Jonathan will continue to review.**

5. Governance

- Safeguarding policy due for renewal – All Trustees agreed that no updates are required to the Safeguarding policy.

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 – Booked for 12th – 14th July.
- Oven clean - Completed. **Barry will check thermostat.**
- 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.**
- Deep cleaning of kitchen and toilets – Completed, Hire a wife will continue monthly cleaning schedule.
- Broken brick at end of path needs repairing - **Malcolm / Ian to arrange.**
- Car park maintenance – (including hedges around building) – **Malcolm to contact local handyman.**

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 – **Awaiting quotes. Sally to look in to grants to help with funding.**
- Car park re-work – **Awaiting quotes**
- Security – Proposal to install a 2m high barrier at entrance, gate to be locked at night. Discussions about installing an additional camera overlooking the barrier to averted caravans entering the car park. – **Awaiting quotes**

8. Booking Updates:

- **Casual users:**
32 enquires since the last meeting.
8 new confirmed bookings.
- **Regular users:**
Cook Stars starts September, in addition to 6 ad hoc sessions over the summer.
Cash Cow – Hire of centre in August
Yoga, Laban Dance and Lets Dance have cancelled.

8. Any Other Business

- Wi-Fi, Offer with Three network for faster WIFI - **Jonathan will look in to further.**
- Regular users vs. casual booking split – Currently around 80% regular users / 30% casual bookings.
- Community Celebrations – 8th / 9th June 2024. Will require use of community centre. Beacon to be lit at the plough. **Dates will be confirmed.**
- Grants available to help with car park work and security barriers. **Mike to follow up with Parish Council at meeting 6/7/23. Sally to look into Highways, Seven Trent and Lottery.**
- Ian / Sally Holiday dates – Maggie to provide cover 27th May – 4th June, Malcolm to cover 12th – 27th August. Night time party booked in 19th August.
- Balance Sheet – Trustees would like to see a balance sheet. **Sally to include in AGM meeting minutes.**

Meeting closed at 8.10 pm.

**Next Meeting – Wednesday 6th September 2023 Time 7 p.m.
(Future meetings – 1st November 2023, 6th January 2024)**