

CODDINGTON COMMUNITY ASSOCIATION
Charity Number 1192482

MINUTES OF THE AGM
HELD ON
Wednesday 13th July 2022
Held at Coddington Community Centre

1. Attendees: Trustees: Malcolm Baker (Chairman), Sally Briggs-Price (Clerk), Linda Cox, Mike Cox, Anita Smith, Jonathan Smith, Barry Wellard.

No members of the public joined the meeting.

2. Apologies for absence:

Mark Burrell, Maggie George, Clare Tewson.

3. Chairman's report:

Coddington Community Centre
Annual Report for Parish Council April 2022

I would like to thank both Ian and Marion for the continuing work that they have done to ensure smooth running of the Community Centre. In May Marion advised me that due to personal circumstances she needed to terminate her employment with us. We advertised in the CVN and on the Community Centre Facebook page and received a good number of enquiries which resulted in 6 applicants for the position. I asked Barry, Maggie and Mark to form an interview panel and forwarded the CV's to them so they could choose 2 candidates each for interview. We held an interview session with 3 candidates invited. On the night one candidate was unable to attend due to illness so we were down to two. These were our strongest candidates. I would like to welcome Sally to our team.

I would also like to thank Barry Wellard for looking after our responsibilities to HMRC.

I would also like to thank Mike Cox, Maggie George, Mark Burrell, Clare Tewson, Jonathon and Anita Smith, for their service to the Community Centre.

I would also like to thank Councillor Darby for her donation towards the lighting in the function room.

We engaged the services of a plumber to disconnect the water tanks and connect the toilets to the mains water system. This would reduce our requirements to the legionella risk assessment as we would not have stored water in the building. The water tanks will be removed. This was delayed as the plumber contracted Covid. This would have to be completed during a half term when we have no activity on a particular day.

With the increase in energy costs, we have a timer installed on the immersion heater to allow us to heat the water tank from the solar panels instead of the gas boiler system. We will also be looking into other methods of reducing our costs.

We have had CCTV installed and it has already proved useful. On the 6th of April our centre manager reported that dog waste had been thrown against the front of the building. This was captured on CCTV. The incident was reported to the police and the CCTV uploaded for their information. As the incident occurred at 2am the image is grainy when zoomed in, but it shows the actions of the young people involved.

The lighting in the main hall has been replaced, we now have new LED sports lighting and warm lighting for other activities which can be switched to adjust the light levels as required. The lighting in the Function room has also been replaced with LED units as the original fittings were constantly being repaired and not giving an even light. Other light units in the building will be replaced as they fail.

During one of the winter storms the fence that runs beside the dyke and the car park failed. The new fence has a small gate to allow access for maintenance in the dyke. This is to prevent people from having to climb over the fence. The remaining fence will be replaced during the next year as it is also beginning to fail.

We have moved to the new charity format and are working on our policies and procedures. We have in place policies covering CCTV, Free usage, and Safeguarding. We are working on Health and Safety, updating the Fire Risk Assessment, General Risk Assessment, GDPR and Key holder policies. Any other policies will be generated as required.

The block paving in the car park has been pressure washed and fresh sand has been put down. Some people think the drainage is worse now but what we are seeing is the water coming down from the surrounding area, seeping up through the blocks before it drains into the dyke. I have noticed weeds coming up through the blocks, we will need to keep on top of these.

The use of the car park appears to have settled down, we do still have the occasional parent who think the double yellow lines are just for show but recently Councillor Lee was involved, and this resulted in a parking ticket being issued. I believe that Newark and Sherwood District Council are looking into newer methods of parking enforcement which will result in automatic tickets being issued for violations.

We will be looking at the external image of the centre with respect to the shrubbery around the building which has grown to a point where it probably needs to be brought back into control or replaced with something that flowers to add a bit of colour.

During the next year we would like to increase the number of trustees for the charity to help with actively supporting and running our operation researching new projects and keeping the grounds tidy.

Malcolm Baker, Chairman

3. Acceptance of the Independent Auditor's Report for 2021/22 and Adoption of the Accounts for 1st August 2020 to March 31st, 2021

The trustees unanimously agreed to accept the auditor's report and adopt the accounts. Proposed by M. Cox, Seconded by B. Willard.

Independent examiner's report to the trustees of Coddington Community Centre

I report to the trustees on my examination of the accounts of the Coddington Community Centre (the Trust) for the period 1 April 2021 to 31 March 2022.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I confirm the figures as per the attached Coddington Community Centre Final Statement of Accounts for the year 2021/22.

Signed:



Name: Jill Skelley

Address: 8 Windsor Avenue, Newark, NG24 4JA

Date: 18 April 2022.

CODDINGTON COMMUNITY CENTRE

CLERK:
Marion Fox Goddard
Coddington Community Association
Coddington Community Centre
Beckingham Road
Coddington
NG24 2TP

FINAL STATEMENT OF ACCOUNTS FOR THE YEAR 2021/22

Community Account

| | | |
|---|------------|-----------------|
| Opening Balance | £8589.68 | 1st April 2021 |
| Closing Balance | £5720.34 | 31st March 2022 |
| Total Receipts | £34,349.46 | |
| Total Payments | £34,218.80 | |
| Total Transfers out to the Business Premium Account £3000 | | |

Business Premium Account

| | | |
|---|------------|------------------|
| Opening Balance | £21,964.03 | - 1st April 2021 |
| Closing Balance | £24,966.30 | 31st March 2022 |
| Total Interest Receipts £2.27 | | |
| Total Transfers in from the Community Account £3000 | | |

It should be noted that the accounts were transferred from Coddington Community Association (Charity number 1116780) to Coddington Community Association CIO (Charity Number 1192482) on 1st April 2021. The bank accounts were not changed.



**Bank Reconciliation
Coddington Community Association**

Period Ending 28-Feb-22

Prepared by: *Marion Fox Goddard, Clerk*

Date: 14 July 2022

Approved by:

Date:

Balance per bank statement as at 28-February-2022

| | £ | Total £ |
|--|------------|-------------------|
| Bonds | £0.00 | |
| Reserve Account | £0.00 | |
| Main Account | £18,113.40 | |
| | | 18,113.40 |
| Less: any unpresented cheques/BACS payments at 28-February-2022 | | £0.00 |
| Add: any unbanked cash / cleared cheques at 28-February-2022 | | £0.00 |
| Net bank balances as at 28-February-2022 | | £18,113.40 |

The net balances reconcile to the Cash book (receipts and payments)

CASH BOOK

| | |
|---|------------------|
| Opening Balance | £8,589.68 |
| Add: Receipts in the year | £34,351.73 |
| Less: Payments in the year | £34,218.80 |
| Closing balance per cash book as at 28-February-2022 | £8,722.61 |

| Comparison between 2021/22 and 2020/21 | | | |
|--|----------------|------------------|--------------------|
| Income | 2021/22 | | 2020/21* |
| Regular hire | £ | 16,558.02 | £ 3,182.50 |
| Ad hoc Hire | £ | 5,735.60 | £ 837.15 |
| Reserve accounts interest | £ | 2.29 | £ 4.24 |
| HMRC furlough | £ | 2,561.26 | £ 3,863.32 |
| Donation (NCC) | £ | 1,000.00 | |
| Fundraising (Smile/Lottery) | £ | 160.02 | |
| Table Top Sale | £ | 334.54 | |
| Covid Business Grant | £ | 8,000.00 | £ 21,603.21 |
| Total Income | £ | 34,351.73 | £ 29,490.42 |
| Expenditure | 2021/22 | | 2020/21* |
| Salary | £ | 11,800.10 | £ 11,606.64 |
| PAYE | £ | 1,852.94 | £ 1,872.06 |
| Centre Staff Expenses | £ | 557.30 | £ 857.02 |
| Advertising | £ | 152.16 | |
| Individual Items - Centre | £ | - | £ 367.98 |
| Insurance - Centre Contents/Public Liability | £ | 96.00 | £ 624.20 |
| Audit Fees | £ | 50.00 | £ 100.00 |
| Subscription - ICO | £ | 35.00 | |
| Subscription - RCAN | £ | 150.00 | |
| Software/licences | £ | 162.72 | £ 190.56 |
| PRS/PPL - Music Licence | £ | 177.80 | |
| Lottery Licence | £ | 20.00 | £ 20.00 |
| Trade Waste | £ | - | £ 370.04 |
| Clinical Waste | £ | 323.88 | £ 323.88 |
| Utilities - Electricity | £ | 2,597.56 | £ 2,643.77 |
| Utilities - Gas | £ | 1,300.70 | £ 824.51 |
| Utilities - Water | £ | 75.96 | £ 90.06 |
| Utilities - Mobile Phones | £ | 168.05 | £ 166.83 |
| WIFI | £ | 112.18 | £ 110.40 |
| Legionella Contract | £ | 521.96 | |
| Cleaning - Products | £ | - | £ 147.00 |
| Annual Lightning Protection test | £ | - | £ 468.00 |
| Maintenance Contract for Intruder & Fire Alarms | £ | 105.88 | |
| Maintenance ventilation systems | £ | - | £ 277.73 |
| Electrical Maintenance | £ | 9,288.12 | |
| Boiler Maintenance/plumbing | £ | 949.93 | £ 672.00 |
| Ground Maintenance | £ | - | £ 176.80 |
| Miscellaneous Maintenance items/work | £ | 3,645.56 | £ 1,872.82 |
| Total Expenditure | £ | 34,143.80 | £ 23,782.30 |
| *Please note we changed the financial year but I have compared April to March for both years (MFG) | | | |

5. Official hand over of all business of running Coddington Community Centre to CODDINGTON COMMUNITY ASSOCIATION CIO, Registered Charity Number: 1192482

Malcolm and the trustees confirmed the handover of all Coddington Community Association (Registered Charity Number: 1116780) business and assets to the new charity Coddington Community Association CIO, Registered Charity Number: 1192482. Original charity account to be closed.

6. Election of Trustees

All Trustees agreed they would continue to stand on the board, all Trustees re-elected.

7. Any other Business

The Trustees unanimously agreed to appoint Jill Skelley to audit accounts for 2022/2023. Malcolm agreed to re-stand as Chairman, election's will be during the next Trustee meeting (13.7.22 at 19.30)

Meeting Closed at 19:25.