

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON
THURSDAY 21st JANUARY 2021
Virtual meeting via Zoom

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

Additional Attendees: Anita Smith, Jonathan Smith

Apologies: Louise Holliday, Clare Tewson

2. Declaration – Malcolm declared that all future business of Coddington Community Centre will be conducted by CODDINGTON COMMUNITY ASSOCIATION CIO Charity Number 1192482. Trustees noted that we will be following the new constitution.

Malcolm to arrange closure of the old charity with the Charity Commission. Marion to update the charity name/number on email/letter/forms.

3. Finance/Procurement

a. Update

- **Current balances** – See final page for full financial breakdown since 1/11/20.
- **External Funding** – Barry has arranged for Ian and Marion to be on flexible furlough since 1/12/20 and working 25% of their hours whilst in COVID-19 restrictions. The first HMRC payment has arrived. Clerk has applied for grants from NSDC and so far we have been awarded £9507 since November 2020.
- **Utilities** – New contract for gas started in October 2020 (although this was organised in 2019). British Gas say we cannot change this contract for three years. Address and business name details wrong with the electricity supplier – proving hard to get rectified. Possibility we can get savings with specialist charity broker Marion to see if we can get savings gas/electricity/water.
- **Standing Payments** The trustees agreed to allow standing payments (e.g., HR software, licences etc) to be automatically paid subject to a limit of a 5% annual increase. Marion/Barry/Malcolm to bring standing payments to the trustees for approval if they have increased by more than 5% going forward.

b. Financial Year

The trustees agreed to move to the accounting period for the charity from 1st August – 31st July to 1st April - 31st March. The last account period will be 1st August 2020 to 31st March 2021 (9 months), and we will restart a new accounting period on 1st April 2021. Proposed by M. Cox, Seconded by B. Wellard. UNANIMOUSLY AGREED

Marion to prepare the accounts and send them for audit. AGM to be moved to the July meeting date each year.

c. Parish Council – Section 137 Grant application – The trustees decided not to apply at this time.

d. Hirer rate changes – Malcolm suggested the following changes which were UNANIMOUSLY AGREED:

- Coddington Resident Party Hire 5% discount
- Return Hirers Party Hire within 13 months 5% discount (need to clarify is that a total 10% for Coddington Residents)

- Regular hirers who have a weekly slot – 25% discount on their first month including hirers returning after the COVID-19 lockdown

Malcolm to promote in the CVN. Marion to let regular hirers know and update the website. Marion to talk to slimming world to see if they would like an evening slot. Malcolm to investigate long term rental contracts.

4. Maintenance Update

- Legionella risk assessment – was due October - Barry/Ian to arrange for ASAP – before hirers return.
- Car Park sweeping/jet wash – The sweeping has been done by NSDC. Quote required for removing and replacing the sand in the summer. Barry/Ian to organise
- Oven clean – decided not to proceed at this time.
- Faulty rainwater system Malcolm and Ian to see if the rainwater system can be fixed.
- Lighting – Malcolm detailed he is looking into dimmable fittings for the main hall with individual switches and positioning the emergency lights in an easier place to maintain. Main hall lights to be fixed first and then the rest of the building as they fail. Battery life of emergency lights is still 1.5 hours – Malcolm to get revised quote.

The trustees agreed we should decommission the showers in both main changing rooms (which could then be used for storage) and recommission the disabled shower room.

Malcolm to get written approval from the Parish Council and costings for the decommissioning and recommissioning and levelling the shower floor.

5. COVID-19 19 Lockdown update

Currently locked down ready to reopen when we are allowed. We have applied for all the NSDC grants that we can to date. Marion to work with users to get them back to the centre asap.

6. Any Other Business

- a. Jonathan and Anita Smith agreed to become trustees of the new charity. Malcolm welcomed them. – Marion to send paperwork and add to the Charity Commission website
- b. Community Lottery – Marion to apply (& Amazon smile can be applied for now the charity name/number has changed).
- c. Mark is pulling together information on the solar battery idea. Solar panel details are held at NSDC – Mark to feedback at a future meeting.
- d. CCTV – Malcolm has got 3 quotations for 5 motion activated cameras, hard drive and screen. Recording retention 28 days, held on the hard drive. Approximately £1300. Currently working on grant application for NSDC grant (Cleaner, Safer, Greener). A similar CCTV policy to Fernwood Village Hall will be introduced. The trustees agreed for Malcolm to proceed on this basis.
- e. Malcolm suggested fundraising ideas: Christmas raffle, Tabletop sale including a raffle 3 times per year (Anita detailed the Knit and natter group are interested), coffee shop previous provider has not decided if they will return, we will look to taking this over as a Community Service with the church (50:50 share of the proceeds).
- f. TV Licence – Marion to add no watching TV clause in the Ts and Cs as the centre does not have a licence.
- g. Car charging points – Mike to investigate the possibility of having these at the centre.

h. Carried from the last meeting. Marion detailed the need for a safeguarding policy. **Marion to write a draft policy for consideration at the March; Also, a policy review schedule.**

i. Malcolm updated the group following a liaison meeting with the Parish Council, making suggestions on how to proceed going forward:

Lease amendments for Coddington Community Centre following Liaison Meeting 14/01/21

The original idea was for the Community Centre Management Charity to become self-sufficient and not to be a financial burden on the Parish Council. I am aware that there are a few people who object to the Parish Council supporting the Community Centre. The fact that the Parish Council owns the Community Centre and has duties towards it, as Landlords, appears to be over-looked. Additionally, there has always been an under-lying difference of opinion with respect to the use of the car park by the school parents. We will always do our best to provide car parking for the school drop off and collection periods but reserve the right to restrict the availability should our operations require access to car parking. We have and always will give the school as much notice as possible.

I would like to propose the following adjustments and considerations:

The Community Centre is unable to start operations between 08:45 - 09:15 and 14:30 – 15:30 as the car park is fully utilised by the parents dropping off and collecting children. Activities already started at these times are not affected. This is a potential loss of income for us of between £2775 and £3330 per year. The available spaces in the car park are fully utilised by parents during these times. If we were able to charge around 50p per hour of part of, per car, we would have an income for this of around £5272 per year. Additionally, we have some school staff leaving their cars all day, which is not a problem as it is safer than leaving cars on the road. However, over the year this income could be around £740. As you can see, we are losing money from this activity.

During the first lockdown I was asked by Councillor Armstrong to provide access to the car park for school activities (drop off and pick up) while the centre was closed. This makes the School provision more a Parish Council activity than a Community Centre one.

Currently the Parish Council pays for the annual testing of the Emergency Lighting, Fire Alarms, Fire Extinguishers, Portable Appliances, Fixed Wiring (5 yearly), Dorma Door Maintenance, Sewerage Tank desludge, Lightning Protection, Building Insurance and the Grass Cutting at a cost of around £3770. I propose that the CCA take the cost of the Dorma Door maintenance, Sewerage tank desludge and the Lightning protection which is just under £900 if the Parish Council takes the cost of the Gas boiler and Space heater servicing which is just under £700.

In this position it could be said that the Parish Council is performing their duty as Landlords by providing a safe and certified building for the tenant and saving money by including a couple of our costs with their activities.

The grass cutting is carried out at the same time as the Parish verges are cut which makes sense to continue.

Our tie-in clause with the other insurance policies expires this year, as the Parish Council have previously reimbursed us for this, I would like to investigate whether any money could be saved by including it with the other Parish Council policies.

Additional items for consideration

The lease calls for the Fire Extinguishers to be tested every 6 months, this has not been done and is not part of the minimum legal requirements. We are following the minimum legal requirement of an annual inspection and service of our Fire Extinguishers.

We would like to amend clause 5.6.5 which states that 'no fire door is to be locked while the building is occupied'. The actual wording in the regulations is '*emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency*';'. The regulations also state '*emergency routes and exits must lead as directly as possible to a place of safety*;' Taking these statements the function room does not form a means of escape from the main hall. This would allow us to lock the function room should we need to while the main hall is in use.

While obtaining quotations for the CCTV one provider commented that our Fire Monitoring panel was quite expensive to maintain as it is a proprietary system, and their people must be used to service it. I was advised that an open-source system would be cheaper to maintain with cost incurred to upgrade the system being recovered in around 5 years. Additionally, the drawings show a Fire Call point in the kitchen which does not appear to be there.

There is a paragraph in the lease which requires us to remove any alterations made on termination of the lease if so required. If we are to be responsible for upgrades and improvements would it be possible to remove this paragraph as long as the changes are approved by the Parish Council.

We are also looking into decommissioning the changing room showers to provide more storage so we could enter into discussions with the school for the after-school club if necessary. We would recommission the accessible shower for future use. Your comments and views on this would be much appreciated.

Dates of Upcoming Meetings

Next Meeting – Thursday 18th March 2021, Time 7pm, Coddington Community Centre/Zoom if needed

(Future meetings in 2021 – 20th May, 15th July, 16th September, 18th November. The AGM will also be on 15th July)

Meeting closed at 9pm

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Financial Information

Account Balances: Savings Account: £21,963.48 Current Account: £10,300.12 on 21st January 2021

Income November 1st – January 21st

NSDC	Covid 19 Grant	£9,507.21
Various	Hire Deposit & Balance	£54.00
HMRC grant	HMRC Grant (furlough)	£668.62
Various	Regular Hire	£380.00
Total		£10,609.83

YTD income: £ 12,101.33

Expenditure November 1st – January 21st

Description	Budget Title	Total Presented	Comments
	Utilities - Mobile		
Vodaphone	Phones	£ 41.65	
British Gas	Utilities - Electricity	£ 477.27	
British Gas	Utilities - Gas	£ 223.89	
Cathedral Leasing	Clinical Waste	£ 107.96	
Water Plus	Utilities - Water	£ 15.94	
H3G	WIFI	£ 27.72	
Ian Lawson, expenses	Centre Staff Expenses	£ 98.94	
Hydrochem	Cleaning - Products	-£ 15.00	Carriage refund as sent to wrong address!
	Boiler		
Paul Derry	Maintenance/plumbing	£ 672.00	
Jill Skelley	Audit Fees	£ 50.00	
NSDC	Ground Maintenance	£ 76.80	Car park sweeping
NSDC	Lottery Licence	£ 20.00	
Thesaurus Software	Software/licences	£ 118.80	HR software
Wages/HMRC	Wages/HMRC	£ 1,934.36	
Total		£ 3,850.33	

YTD Expenditure £ 8,990.18

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