

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON
Wednesday 13th July 2022, 7.30pm
Held at Coddington Community Centre

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

Apologies for absence:

Mark Burrell, Maggie George, Clare Tewson

2. Election of Chairman

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

3. Approval of minutes of the trustees' meetings from 4th May 2022

The Trustees unanimously agreed the meeting minutes.

4. Matters Arising

- **Rainwater system decommissioning** –Completed on 1/6/22.
- **SNU** – Will not be returning, all 6 keys received back. Some boxes still in storeroom to be collected.
- **Fence** – New fencing has now been completed.
- **Fire Risk Assessment** – Malcolm has completed.

5. Finance/Procurement

- **Current balances** – Current Account £4414.58, Savings Account £24,966.33, Bonds £300. **Sally to provide printed statements for next meeting.**
- **Energy quotes** –Trustees have agreed to review the fixed rate energy tariffs for 1 year as there does appear to be some savings to be made. Smart meters have been fitted, timer installed to boiler, Solar panels installed, and some lighting has been changed to LED. Estimated current annual costs on variable tariff: £3500 compared to £2750 on proposed fixed rate. **Malcolm and Mark to obtain quotes for batteries to store solar and air source heating.**

6. Governance

- **Old Charity Closure** - Malcolm **confirmed there is no reason to keep the old charity open, arrangements to be made to close it down with the Charity Commission.**

7. Policy Review and Update

- **GDPR update** – Malcolm has completed, and all trustees agree updates. **Malcolm to upload to website.**
- **New Health and Safety Policy and Risk Assessment** – Malcolm has completed, and all trustees agree updates. **Malcolm to upload to website.**
- **New Key Policy** – Proposed document accepted & upload to website.

8. Maintenance Update

- **Legionella risk assessment** – Barry has found an online legionella training course for £12 per person. Barry, Ian, Maggie and Malcolm will do the training - **Barry to organise. When Legionella Risk Assessment is due, Barry to get a quote from Derrys.**
- **Dorma Door** – Awaiting to be repaired, Service contact also due, has increased by £16 this year. All trustees agreed to renew contract.
- **Jubilee Room lighting upgrade done.** Remainder of lights will be upgraded to LED as they fail.
- **5-year fixed wiring testing due this year** – **Barry to get quote.**
- **Sewerage System desludge needs to be done this year** – **Barry to organise.**
- **Oven cleaning** – **Barry to arrange.**

9. Car Park

- **Weeds** – **Malcolm to organise weedkiller**
- **Speed humps** - Yvette has found a speed hump that can be put in the car park (about 6ft from the entrance opposite blue sign. Assessment to be carried out to check for underground wiring prior to ordering which will incur an additional cost not budgeted for – **Parish Council to arrange.**
- **Use of car park for school sports day 21/7** – Email to be sent to parents by school to advise car park will not be available unless vulnerable / blue badge holders. **Subsequent to the meeting the school has moved the Sports Day to Thursday. This only affects our morning activities. Malcolm to monitor the car park with trustee assistance**
- **Poor visibility when exiting car park** – **Parish council to write to landowner to ask to cut hedge.**
- **White Lines** – **Barry to purchase white paint to remark parking spaces.**
- **Flooding** – new sand has been put down and drains unblocked.

10. Bookings update

- Potential New bookings for September - Pilates
- 6 x regular sessions book commencing 14/7/22 – Christian Mission.
- Daisy foundation have cancelled from September.
- Lots of party bookings coming in.

11. Any Other Business

- **Bingo** – Suggestion to purchase Bingo equipment £50 one off cost and £5 per session. Proposal to share equipment with scout / village hall.
- **Building to be revaluated** - Parish Council
- **Hire price increase** – On hold for now
- **Feedback** – Feedback wanted from users. **Sally to ask users**
- **Under 18 party booking** – Be vigilant with bookings when adult supervision maybe minimal.
- **Cover for Ian in August** - Malcolm detailed we need more Trustees who can do this. Maggie is happy to help.

Meeting closed at 8.30 pm

Next Meeting – Wednesday 7th September 2022 Time p.m.
(Future meetings in 2022 – 2nd November)