

CODDINGTON COMMUNITY ASSOCIATION

MINUTES OF THE TRUSTEES MEETING HELD ON TUESDAY 17th MARCH 2020 AT CODDINGTON COMMUNITY CENTRE

1. Attendees: Malcolm Baker (Chairman), Mark Burrell, Marion Fox Goddard (Clerk) and Clare Tewson.

Apologies: Maggie George, Louise Halliday, Barry Wellard

2. Approval of the minutes from the Trustees Meeting held on January 21st, 2020 - postponed until the next meeting.

3. Governance - postponed until the next meeting

4. Matters Arising - postponed until the next meeting

5. Finance/Procurement

a. **Current balance** - £25,938.09

b. **Gas bill** has been taken by direct debit for £1,048.02

c. We have received the electric Feed in Tariff (FIT) for Solar panels £78.67 covering 26/10/19 to 31/01/20.

d. Barry has supplied all details requested to Valuation Office Agency

e. Approval required for the following expenditure

- i. PTSG for remedial work to the Lightning protection £468
- ii. G Daykin to carry out resurfacing the main hall floor £1475 + vat same price as last year
- iii. A pump in the sewage system has gone down (it is the old type of pump) so we need to purchase another one for approximately £120 (the pumps need to be replaced as they fail, while they are readily available on the internet we do not need to hold a spare but trustees are asked to allow these to be ordered without seeking approval each time)
- iv. Brightpay wages software for 2020/2021 £49 plus VAT

Clare, Mark and Malcolm agreed and Barry has agreed by email. **Marion to seek approval from the remainder of the trustees via email.**

6. Maintenance update (provided by Barry by email)

a. After the vandalism at the centre Barry has suggested installation of CCTV cameras (approximately £150 per camera) – to be discussed at the next meeting

b. Decommissioning the showers for extra storage – to be discussed at the next meeting.

7. Bookings Update

The following bookings have cancelled for the time being due to the coronavirus:

Bowls

Caterpillar Music

Guides

Laban

Parish Council
SNU Church
U3A Ukulele and Dance
1 badminton booking

The trustees at the meeting agreed to keep the centre open. If the government instructs community centres to close, this decision can be reconsidered accordingly. Should party bookings wish to cancel, a full refund will be offered. Regular bookings will not be charged if they cancel. **All – liaise via email should we need to close the centre. Malcolm to speak to Ian regarding extra cleaning.**

Marion to draft a message for the website/Facebook page

Bonds – how users should leave the centre at the end of a booking - to be discussed at the next meeting.

8. Car Park

Awaiting information from the district council via Johnno Lee. Parking restrictions will not be relaxed.

9. Summer Event

Considering the current climate, it was suggested not to plan a summer event this year.

10. Any Other Business

- a. Pensions regulator is requiring us to update and supply re-enrolment and re-declaration **Barry will complete this**
- b. Committee to discuss usage of CCC and wage/ Hire charges increases **Marion to add to the agenda for the next meeting**
- c. Fundraising – Malcolm suggested doing 2 or 3 table top sales each year to raise funds – to be organised when the current pandemic has calmed down. Other fund raising ideas would be welcomed as we need to boost our funds.
- d. Decisions required over the coming months will be managed by emails between the trustees and clerk.

11. Holiday Cover

16th-19th April – **Mark and Malcolm to cover**

Later dates to be looked at the next meeting.

15. Dates of Upcoming Meetings – at Community Centre

Next meeting: May 19th at 7pm.

Further 2020 Trustee meetings: July 21st, September 15th, November 17th

Meeting closed at 7.40pm