

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON

Wednesday 1st March 2023, 7.00 pm
Held at Coddington Community Centre

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

Apologies for absence:

Clare Tewson, Linda Cox, Anita Smith,

2. Approval of minutes of the trustees' meetings from the 4th January 2023

The Trustees unanimously agreed the meeting minutes.

3. Matters Arising

- **Air Source heating / Ground Source heating**- Discussed again, 2 meters clearance between bore holes needed to install which we believe we have. Would require checks to see if it is possible and quote for cost.

4. Finance/Procurement

- **Current balances** – Current account £4700.36, Savings account £29,490.37, Bonds £595.49. **Sally to continue to provide copies of income / expenditure and send out with meeting minutes.**
- **Energy Price increased** – Gas has been moved to same provider as the electric. The new tariff has increased – daily charge by 32% and per Kwh 51.31%. Our usage between December 22- January 2 has increased by 40% compared to the same period the previous year. Analysis of bookings over the time periods shows little difference in the volume of bookings however we have not analysed the length of the bookings.
- **Solar panels** - £2048.56 credit received for revenue out solar panels have generated between November 22 – February 23.
- **EPC Follow up** – Follow up call to review our report, our details have been submitted again into new software which has given us a B rating.
- **Cavity Wall Installation** – **Malcolm to check the wall.**

5. Governance

- **Constitution policy to review & update trustees** – All agreed this was up to date.

6. Maintenance Update

- **Decorating** – kitchen and white woodwork in Jubilee room to be freshened up – **Barry to obtain quotes.**
- **Re-varnishing of main hall floor** – Certain spec of flooring is required for a sparts hall, the specialists has advised that this should be fine dancing when initially laid. **Malcolm to speak to the school to see if we can join forces.**
- **Boiler repair** – **Boiler has been repaired.**

- **Oven Clean** – unable to book with usual company so this has not yet been completed. **Barry to contact other companies.**

7. Car Park

- **White Lines** – Paint order. **Date to be agreed when weather dry.**
- **Sweeping of car park** – All Trustees have now agreed to book the pressure washing of the full car park.
- **Standing water in car park** – Awaiting information on French drain and arrange quote for tarmacking. **Maggie / Sally.**
The Drains are clear, we believe that the original sand under the block has been washed away. Look into using a drain plug to allow for the silt to be removed by vacuum instead of being washed down the drain during cleaning.
- **Parking** – Parking remains an issue at school drop off / pick up. All trustees agreed to bunds around the grass areas and for no parking cones to be distributed on top of the double yellow lines. No parking signs have been put up.
The parish councillors will continue to arrange parking enforcement visits and will raise at their next meeting and to local MP Debbie Derby for support.

8. Booking Updates:

- **Casual users:**
62 enquires since the last meeting.
29 new confirmed bookings.
- **Regular users:**
Red Fox Fair – Booked 5 dates
Coddington School – Booked every other month
CKCS Dog Show – Booked another 2 dates
Notts Photographic group - Booked another full day.
Notts CC – Poling station 4th May
Coronation fun day – 7th May

Lots of enquiries for regular bookings, unfortunately we are quite full at present and have limited availability on Saturdays and weekday evenings.

8. Any Other Business

- **Pension declaration** – Barry has renewed.
- **Appraisal** – Sally left the room while the Trustees discussed the performance of both employees. **Barry to discuss with Ian and Malcolm to discuss with Sally.**
- **Ian Holiday dates** – Malcolm, Maggie to provide cover.
- **Damage to Car** – CCTV checked no evidence to say it happened in the community centre car park.

Meeting closed at 8.15 pm.

Next Meeting – Wednesday 10th May 2023 Time 7 p.m.
(Future meetings in 2023 – 5th July)