

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON
Wednesday 12th January 2022, 7pm
Held at Coddington Community Centre

1. Attendees: Malcolm Baker (Chairman), Linda Cox, Mike Cox, Maggie George, Marion Fox Goddard (Clerk), Anita Smith, Jonathan Smith, Barry Wellard

Apologies: Mark Burrell, Clare Tewson

2. Approval of minutes of the trustees' meetings from 3rd November 2021

The Trustees unanimously agreed the meeting minutes with one amendment: to note Linda will be a trustee who is also a Parish Councillor so she will be able to take items to the Parish Council when needed and be a Parish Council representative.

3. Matters Arising

- **Repair of the rainwater system** – Ian is awaiting a quote from Derry's – **Malcolm/Ian to organise**
- **Hearing Loop** – Anita and Ian have checked this and it is working in the Jubilee Room
- **Ambirad replacements** – in place and paid for.
- **Table top sale** – Successful – Raised £571 shared between the Forever Foundation and Coddington Community Centre.
- **Breastfeeding friendly venue** – No further update - **Marion to request update from NSDC**
- **Enforcement of parking regulations** - Linda detailed that the Parish Council are happy for the Community Association to deal directly with the enforcement officer.

4 Finance/Procurement

- **Current balances** – Current Account £3697.09, Savings Account £24, 965.68
- **Energy Review** – Gas contract ends 31/8/22, Electricity contract ends 1/11/22, Quotes for new contracts were sent to the trustees before the meeting. Projections based on previous usage indicate fuel costs to the centre will increase by £3751 per annum (more than double). The Trustees agreed to review prices for electricity at the May meeting and gas at the July meeting to allow time for government decisions which may influence this. The Trustees agreed that at this stage, there will be no increase to hire charges. - **Marion to bring quotes to the May/July meetings**
- **Omicron grants** – the Trustees agreed to not apply for the recently offered grants.

5. Policy Review and Update

- **GDPR update** – Barry has drafted all required documents. We have the ACRE information sheet on data protection – **Barry to send draft documents to Malcolm. Barry/Malcolm to meet to discuss so the Trustees can consider them at a future meeting.**
- **User Ts and Cs** – Malcolm had drafted new Ts and Cs based on the ACRE model document – The Trustees and Clerk fed back. The Trustees agreed not to increase the bond. The trustees also agreed to only retain £30 for parties/ad hoc bookings cancelled more than a month before the date of the booking and for parties

cancelled within one month of the booking retain the full deposit – **Malcolm to update and consolidate into one document including this booking form but not the Covid conditions. Ian to let all ad hoc users know to fill out the accident book when there has been an accident and post form in the office post box. Marion to let regular hirers know too.**

- **Dogs in the Centre** – Marion clarified that she considers bookings on a case-by-case basis. For example, on the booking in February for the Spaniel Club, she felt this was relatively low risk, with it being a long booking that wouldn't have a party after and the hirer appears to be responsible. If someone wanted to book puppy training on a weekly basis, she would consult the Trustees.

6. Maintenance Update

Legionella risk assessment – Malcolm suggested that Derry's may be able to help with the hot water storage tank. Barry had found legionella training providers. Ian and Malcolm will do the training - **Barry to send details of Legionella training providers to Malcolm so this can be booked. Barry to contact Derry's regarding the Calorifiers/ Hot Water Storage Tank.**

7. Car Park

- Malcolm reported that there is a lamp out in the car park. The Trustees agreed to pay £192.50 plus VAT for Derry's to fix this on 16/2/22 – **Malcolm to organise.**
- Jonathan raised the changes to legislation in the new highway code on 29/1/22 and that the lines on pavement outside the carpark will need to be changed. – **Jonathan to send email to Linda, clarifying what is needed so Linda can raise this with the Parish Council.**

8. Bookings update

- New bookings – MIND – Two 2 hours sessions in the Jubilee Room each week. Bi-election on 17/2/22.
- Rangers have been contacted but do not respond - **Marion to write a formal letter to recall the key and take out of the calendar.**

9. Any Other Business

a. Maureen Dobson – The Trustees wanted to note their high regards for Maureen and recalled the good work she had done on behalf of Coddington Community Centre.

b. Jubilee Meeting – 26/1/22, 7.30pm – The Parish Council has invited Community Centre representatives to attend. **Malcolm and Maggie to attend.**

c. Phone numbers – Malcolm mentioned an issue of hirers not answering their phones and suggested these need to be verified. **Marion to contact Ian to clarify if this is a regular problem to see what can be done.**

Meeting closed at 9.05 pm

Dates of Upcoming Meetings:

Next Meeting – Wednesday 2nd March 2022 Time 7pm, Coddington Community Centre (Future meetings in 2022 – 4th May, 13th July, 7th September, 2nd November)