

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON
Wednesday 3rd July 24
Held at Coddington Community Centre

1. **Attendees:** Malcolm Baker (Chairman), Sally Briggs-Price (Clerk), Maggie George, Debbie Brooks, Anita Smith, Jonathan Smith, Barry Wellard.

Apologies for absence: Mike Hall

2. **Approval of minutes of the trustees' meetings from the 1st May 2024.**

All Trustees present unanimously agreed the meeting minutes.

Typing error noted on date of meeting.

3. **Matters Arising**

- Fencing work has been completed. Pedestrian gate is fine at present and will not need to be replaced when it fails due to the cost and there is no pedestrian gate at the other end of the car park.

• **4. Finance/Procurement**

- Current balances: Current account £1377.88, Savings account £14,913.64, Bonds account £528.25.
- Updates on expenditure: A comparison shows that while our electric cost have remained around £2000 per year over the last 3 years, our Gas for 2023-2024 has increased by 130% compared to the previous year.
Our ad hock maintenance costs have been high this year as we have completed all outstanding projects. This includes new fencing, repair to the velux windows, floor renovation, pest control, decorating and new stage carpet. We have also employed a cleaning agency.
- Bright Pay (HR App) to be set up for direct debit payment. All Trustees agreed.

5. **Governance**

- Personal Data Retention, Privacy Policy and Subject Access Policy due for renewal. All Trustees agreed no changes required.

6. **Maintenance Update**

- Chairs: 40 Chairs have been purchased from the railway club to increase our numbers to 120. They are suitable for outside use.

7. **Car Park**

- Quote required for painting of the white poles outside the door.
- Windowsills in need of sanding and re-painting.
- White lining can now go ahead but will take place after the car park has been swept and washed.
- Fire Extinguishers and Dorma Doors have been serviced this week.

- Pat testing is up to date and electrical safety checks have been completed.
- Parking at school times is still challenging, school regularly send messages to parents with little effect. Parking enforcement should hopefully return soon. White lining should help navigate drivers to park in one bay.

8. Booking Updates:

- **Casual users:**
32 enquires since the last meeting.
10 new confirmed bookings.
- **Regular users:**
Table Tennis Group have booked 2 hrs each Monday.
Beacon church group have booked 2 hrs every Sunday
Cook stars have returned this week.
FAD's used the hall in June, they may return in the future.
- Bond Increases for party bookings after 6 pm has been discussed to potentially increase from £75 to £100, terms and conditions and booking forms will need to be updated.
- Increasing hire costs is to be kept on the agenda for the next meeting and information collated on rates other local halls charge.

9. Any Other Business

- Ian holiday dates – 3rd-11th August
- Sally Holiday dates, 3-4th August & 16th August – 2nd September.
- Maggie is away for 11th September's meeting and 6th November.
- Performance Licence. This has been checked and we are covered under our music license unless we sell tickets for more than £20.
- Pay increases discussed and all trustees agreed this would be in line with % increase for national minimum wage.
- September's meeting is a week later then usual. This will be held on the 11th September.

Meeting closed at 8.10 pm.

Next Meeting – Next Meeting 11th September 2024
(Future meetings – 6th November 2024, 8th January 2025)