

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON
Wednesday 5th March 2025
Held at Coddington Community Centre

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

2. Approval of minutes of the trustees' meetings from the 8th of January 2025.
All trustees unanimously agreed the meeting minutes.

3. Matters Arising

- Welcome to Quinton, our new Parish Council CCA representative.
- Debbie has stepped down from the Parish Council, but has agreed to stay on as a Coddington Community Association trustee. Thank you, Debbie. Sally to email trustee welcome form over.

4. Finance/Procurement

- The Budget for 25/26 has been completed but will need finalising with Malcolm and will then be distributed to all trustees for sign off.
- Year to date overview emailed to all trustees. Sally to amend date to month 11.
- Changes to the Brightpay system (employee portal) from April 2025, with the service being moved to a *cloud*-based app and will require direct debit payment. Desktop version will still be available and there will be no increase to the cost. All trustees happy to move the direct debit payment. Barry noted there was a late payment for employee contribution made to HMRC, suggested we also move the direct debit payment. All trustees agreed.
- 2024/25 Account audit will be due at the end of April, Sally requested permission to contact Jill to carry out the audit. All trustees agreed. Sally to contact Jill.

5. Governance

- No policies are due for update this time.

6. Maintenance Update

- Thermostat installation into the hallway, price agreed with Derry's, however we are still waiting for this to be installed. If no progress is made in the coming weeks, we will contact other plumbing and heating companies for a quote. Since the meeting this has now been completed.
- We recently had free energy audit carried out by the UKSP Accelerator business support project, we have received the report back and this has been discussed by Malcolm at the last Parish Council meeting.

The report reads that the community centre is very well maintained which should be commended. Recommendations to reduce our energy consumption were:

- 1) Heating system - The existing gas system was originally cost effective due to the low gas tariff. However, since then prices have increased. When the boiler was replaced, the thermostat was not connected resulting in high gas costs. With the thermostat connected

we should see the gas costs reduce. The construction of the boiler heating system appears to lend itself to conversion to ASHP.

The Ambirad's in the sports hall were efficient at the time, however technology has moved on and there are better systems available now.

- 2) Install TRVs and temperature sensors: to control the office and small hall heating.
- 3) Hot Water - The system appears to be oversized for the current use (designed for showers and changing rooms) with a large electric tank located externally, consider local instantaneous hot water systems, which would avoid the need of the large tank.
- 4) Encouraging Sustainable Practices - Raise awareness among staff and occupants about energy-saving habits.

Our ultimate goal should be to reduce our reliability on fossil fuels.

Around £400 per month could be saved on our gas consumption, but funds are limited we do not have the cash flow to be able to action all recommendations, but installing the new thermostat will help. Parish Council require three quotes from us for any work.

- Upgrade to sewage system – awaiting call back with an install date.
- Solar Pannel Battery Storage can be sorted out once the sewage system project has been completed.
- Footpaths around the building to be reviewed once the about has taken place.
- OVO energy account reading to be submitted and change of ownership forms to be added on to heard paper to move the account into Barry's name.

7. Car Park

- Water appears to be draining withing 24 hours, no further action to be taken at this time.

8. Booking Updates:

- **Casual users:**

31 enquiries since the last meeting.

14 new confirmed bookings.

- **Regular users:**

Blossoms Children's art and craft group every Thursday.

New Badminton Group every Tuesday.

Northeast photographic federation have book a full day with us again for their annual competition.

Georges Food van has booked some more slots.

- **Damage**

There was damage caused to the center following a 15th birthday party on Saturday 22nd February. Floors were left covered in sweets/ chewing gum, sink in men's toilets have been pulled off the wall, loose tiles, hand push plate to men's toilet door had been removed, broken toilet seat.

Cleaning took Ian over 4 hours, and due to another booking on Sunday afternoon, this had to be done early Sunday morning. Ian was called out twice due to the fire alarm going off as they were using a smoke machine. The £100 Security bond has been retained.

Concerns raised to the trustees about the cost and time implications for these late-night parties are the last few have all resulted in damage and us losing revenue. All trustees in favor that we will no longer accept evening party bookings after p.m.

Regular user groups will continue as normal.

Malcolm will update the terms and conditions of hire.

9. Any Other Business

- May 's meeting date to be moved back a week to the 14th of May at p.m.
- Malcolm attended the last RCAN cluster group, and it was mentioned that when applying for grants we can include volunteer hours to increase match funding.
- Key and alarm code to be issued to Quinton.
- National minimum wage increases by 6.7%, all trustees are in favor of applying the rate to staff wages.
- Changes to waste collection from the 28th of March. Details have been sent to us from N&S district council, but after further reading the change won't affect us. Collection charges have risen from £32.24 to £33.80 per month from the 5th of April.
- Apologies given by Jonathan and Antia for next meeting – 14th May.

Meeting closed at 8.00pm.

Next Meeting – Next Meeting 14th May 2025.

Future meetings: 2nd July, 3rd September, 5th November.