

**CODDINGTON COMMUNITY ASSOCIATION CIO**  
**Charity Number 1192482**

**MINUTES OF THE TRUSTEES MEETING**  
**HELD ON**  
**Wednesday 1<sup>st</sup> September 2021, 7pm**  
**Held at Coddington Community Centre**

**1. Attendees:** Malcolm Baker (Chairman), Mark Burrell, Mike Cox, Maggie George, Marion Fox Goddard (Clerk), Anita Smith, Jonathan Smith, Clare Tewson, Barry Wellard (Maintenance).

**2. Approval of minutes of the trustees' meetings from 7<sup>th</sup> July 2021**

The Trustees unanimously agreed the minutes from the last CCC AGM and the CCC CIO Trustees meeting. (It was clarified that the 2 solar batteries would produce 4.9Kw per day).

**3. Matters Arising**

- **Decommission the showers in both main changing rooms (which could then be used for storage) and recommission the disabled shower room** – It was suggested that we don't need to put in a false floor. This work will be done when required/as time permits.
- **EPC Rating – C** – Malcolm went through the energy saving recommendations – lighting replacements will be done as previously agreed, no further actions planned at this point.
- **Repair of the rainwater system** –Malcolm reported that he had been quoted £450 to look at this and suggested that this system should be decommissioned as the water bill is so low – **Malcolm to ask the Parish Council if they agree to proceed with the decommissioning.**
- **GDPR update** – Barry has drafted all required documents. We have the ACRE information sheet on data protection – **Barry/Malcolm to meet to discuss so the Trustees can consider them at a future meeting.**
- **Hedge Trimming** – the Parish Council has agreed to arrange for the gorse hedge to be cut when the Hawthorn hedge along the car park is done.
- **Car Park Update** – Malcolm presented a letter that he proposed to send to the school. The trustees agreed the 7<sup>th</sup> paragraph should be removed. **-Malcolm to send the letter to the school/copy to Marion. Marion to add to website/Facebook for information. Mark to get quotes for 'No parking on yellow lines' signage – 3 to have rails for mounting on lamp posts and 2 for wall mounting.**

**4 Finance/Procurement**

**a. Update**

- **Current balances** – Current Account £18,445.39, Savings Account £21,964.58. See final page for analysis. **Marion to provide comparison of current and pre-Covid income.**
- **External Funding** – Trustees agreed to cease furlough from 31/8/21
- **Lighting Upgrade** – planned w/c 25<sup>th</sup> October. Malcolm showed the attendees the problems with the current lights/explained what is planned. No further quotes at this stage.
- **CCTV** – 5 cameras installed and operational – record when there is movement – being activated by rain. Malcolm reported that the Parish Council has paid for this and CCA owes the Parish Council approximately £600. **Malcolm to send the CCTV policy to Marion so this can be published on the website.**

## 5. Wi-Fi Review

Malcolm has been to various suppliers and the costs are prohibitive to improve what we have. This allows up to 8 users at a time (not suitable for streaming).

## 6. Maintenance Update

- Legionella risk assessment – Need to make sure that we are compliant when decommissioning the showers. **Barry to organise Legionella training (Guardian or online?) and investigate what is require as the Calorifiers/ Hot Water Storage Tank annual check was not done as there is no inspection hatch or means of purging the system as it is a sealed unit.**
- Car Park clean and repointing – This has been done. Malcolm has requested a quote for repainting the white lines.
- Cabinet and fence painting – Barry reported that he had received a quote to do this for £1440 (should last for 5-10 years) – The trustees agreed to proceed with this - **Barry to organise.**
- Fence repair – Only 1 post in need of repair. Using a metal stake was agreed - **Barry to organise.**
- Emergency lighting/fire alarm will be tested on 14/9 – it is likely more emergency lights will need to be replaced.
- Insurance – Public and Employee Liability (and possibly defibrillator) runs out 27/9/21 – **Barry to get quotes and send to Marion so this can be sent to all trustees for a decision.**

## 7. Bookings update

New bookings – evening Pilates in addition to daytime (different providers). U3A Archaeology starting this month. U3A Craft and Chatter restarting this month. Possible additional U3A craft group doing trial session in October. Kung Fu has restarted. SNU and Moving to Music plan to restart.

Brownies debt still not cleared – **Marion to write to hirer to explain if the debt is not paid by 30/9/21, this issue will be raised with the Guiding Association.**

Friday Coffee Mornings – Clare to run these with 50% of profit to the Forever Foundation and 50% to CCA. **Clare to send outline of plan for this to the Trustees for agreement.**

**Mark to get a quote for a coffee machine which will be funded by CCA.**

**Marion to write to all hirers that we do not have a return date for to explain if we don't have a return date by the end of September, we will need the keys back and their lockers etc to be cleared. (If the toddlers group do not require their toys, Clare can use these).**

## 9. Any Other Business

a. Live and Local – It was agreed to proceed with this – **Jonathan to take this forward/liaise with Izzy (at L&L) and feedback to the Trustees with suggestion on how/when we can proceed.**

b. Breastfeeding Friendly Venue – **Marion to apply and promote when approved by NSDC.**

c. Maggie is no longer a Parish Councillor but will remain as a Trustee of CCA.

- d. Mike suggested having a CO<sub>2</sub> monitor in the Jubilee Room for Covid 19 safety – Mike to provide recommendations/costings to Marion so approval can be sought from the Trustees.
- e. Tabletop sales/Shopping evening- Jonathan asked if there were plans to move forward with TTSs. Clare offered to arrange a Christmas shopping evening with CCA with 50% of the proceeds going to the Forever Foundation – Proposed date 28/11/21 Preparation meeting agreed for 13/10/21.

Meeting closed at 8.55pm

### Dates of Upcoming Meetings:

13<sup>th</sup> October 7pm – Fundraising Meeting

3<sup>rd</sup> November 7pm – Trustees Meeting

#### Financial Information

Account Balances: Savings Account: £21,964.58 Current Account: 18,445.39 on 31st August 2021

Income	Year to date
<b>Source</b>	<b>Total Received</b>
Hire Income	£ 6,749.27
HMRC Grant (furlough)	£ 2,561.26
NSDC Covid 19 Grant	£ 8,000.00
Fundraising Lottery/Smile	£ 34.00
Barclays Bank interest	£ 0.57
YTD Income	£ 17,345.10

Expenditure	Year to date
<b>Description</b>	<b>Total Presented</b>
Salaries/HMRC	£ 5,216.93
Telephone & Broadband & Website	£ 69.91
Advertising	£ 152.16
IT/Subscriptions	£ 91.92
Expenses & Mileage	£ 324.16
Licences	£ 91.92
Legionella Testing	£ 107.96
Maintenance including Boiler, CCTV and Intruder Alarms	£ 105.88
One off Maintenance Services (e.g. PAT, Fixed electrics)	£ 220.00
Cathedral Hygiene Solutions and Cleaning Products	£ 107.96
Utilities	£ 762.37
Audit Fees	£ 50.00
Memberships: RCAN, ICO	£ 185.00
YTD Expenditure	£ 7,486.17