

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

**MINUTES OF THE TRUSTEES MEETING**  
**HELD ON**  
**Wednesday 9th January 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

**2. Approval of minutes of the trustees' meetings from the 6th November 2024.**  
All trustees unanimously agreed the meeting minutes.

**3. Matters Arising**

- Repairs to the roof: Photos taken by drone show there is tile out of place where the cable comes through which in certain weather / rain direction is causing water to leak around the Velux windows. We are unsure if the tile has always been like this since the cable was routed through the roof, (in which case the work should not have been signed off) or if overtime it has been dislodged. Malcolm and Debbie are going to discuss further with the Parish Council regarding the repair and funding.

**4. Finance/Procurement**

- Current balances: Current account £613.30, Savings account £11,017.57, Bonds account £533.38. The cash book with the year-to-date balances is being emailed out to all trustees along with the agenda so they can be reviewed prior to the meeting. Jonathan has asked for it to be sent out as a PDF which will be arranged going forward.
- The music license has been renewed for another year based on the groups that require it.
- We are currently working on putting together a budget for the coming financial year and it will be sent out once complete.

**5. Governance**

- All up to date for January

**6. Maintenance Update**

- Sewage System upgrade to Air pumps, once quotes are received to change the pumps to compressors we will discuss with the parish council.
- The boiler thermostat was disconnected when the new boiler was fitted as it wasn't compatible, so the boiler is running all the time which is not efficient. Room temperature is being controlled by individual radiator thermostats. The radiator in the store cupboard will also need a thermostat installed to make the radiator in the hall 'always on'. An engineer will be required to assess and give recommendations. All trustees are in favor to book the assessment.

## **7. Car Park**

- Invoices received dating back to the start of 2024 for the hedge/shrub cuts and for weedkilling, unfortunately the contractor hadn't got our correct email address so these were never received. Passed on to the parish council to see if they will cover the cost for the hedge cutting.
- Car park closed off for school pick up drop off on Monday 6<sup>th</sup> January due to standing water.

## **8. Booking Updates:**

- **Casual users:**  
16 enquires since the last meeting.  
6 new confirmed bookings.
- **Regular users:**  
Art ventures are returning on Fridays from January.  
The Rotary club have booked a charity event in February.  
Children's craft group are coming for a look around.
- **Free usage request:**  
Coddington School have requested free usage, they use the center for an hour on a Monday (term time) and have expressed an interest in using it for ad hoc sessions when they need more space. The school free usage request was agreed to be carried out by special arrangement as the school does not qualify for our free usage policy.  
All trustees have agreed to offer a special arrangement of 6 free ad hoc sessions and review once these have been used. Monday's sessions will remain chargeable at the charity rate.

## **9. Any Other Business**

- May 's meeting date to be moved back a week to the 14<sup>th</sup> May at 7pm.

**Meeting closed at 7.50pm.**

**Next Meeting – Next Meeting 5<sup>th</sup> March 2025**

**Future Meetings, 14<sup>th</sup> May, 2<sup>nd</sup> July, 3<sup>rd</sup> September, 3<sup>rd</sup> December 2025)**