

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON
Wednesday 6th March 2024
Held at Coddington Community Centre

- 1. Attendees:** Malcolm Baker (Chairman), Sally Briggs-Price (Clerk), Anita Smith, Jonathan Smith, Maggie George, Mike Hall

Apologies for absence: Barry Wellard, Mike Ayers

- 2. Approval of minutes of the trustees' meetings from the 6th March 2024 – All** Trustees present unanimously agreed the meeting minutes

- 3. Matters Arising**

- Quote for replacement Sound System (microphone and speakers), £400, Projector quote around £200. Purchase on hold until we require the equipment.
- Price increases for Hire: 23/24 has seen a drop in our savings due to a high increase in utility bills and one off maintenance charges, Increasing prices has been discussed and all trustees have agreed to keep this on hold for now and review at the AGM in July.

- 4. Finance/Procurement**

- Current balances: Current account £659, Savings account £17,847, Bonds account £451.
- 2023,2024 accounts are currently being audited and will be ready for the AGM Meeting.

- 5. Governance**

- Safeguarding policy for review – All trustees agreed no changes required.
- Fire Safety and Risk Assessment policies have been updated. Changes include:
Fire Safety - Evacuation routes to be 60 people via the rear fire exit on to the paving slabs, 30 people via the main door.
General risk assessment – Hall hirer will be responsible for opening the top barrier to allow emergency vehicle access.

- 6. Maintenance Update**

- 6 x Emergency exit lights have been replaced.
- Legionella Risk Assessment has been completed.

- 7. Car Park**

- White lining can now go ahead, template will be required. This will be scheduled now the weather is better.

- **Booking Updates:**

- **Casual users:**

33 enquires since the last meeting.
14 new confirmed bookings.

- **Regular users:**

U3A Sewing group & Book club have both started this month
Vocalist is continuing with 3 weekly hour slots going forward
Local church group would like to book an hour each Sunday from the end of may
Cook stars booking on hold at present, their slot will be retained for the time being
Post office time change to 1-3 on Thursdays.

8. Any Other Business

- Coddington primary sport day 14th June – Awaiting further details from the school timings. Car park will be closed accordingly to allow our users to park.
- AGM will follow the next meeting on the 3rd July.

Meeting closed at 8.00 pm.

Next Meeting – Wednesday 5th July 2024 Time 7p.m followed by the AGM.
(Future meetings– 4th September 2024, 6th November 2024, 8th January 2025)

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