

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON
Wednesday 03rd September 2025
Held at Coddington Community Centre

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

2. Approval of minutes of the trustees' meetings from the 2nd of July 2025.
All trustees unanimously agreed the meeting minutes.

3. Matters Arising

Funding Approval:

Tritax has officially signed off on funding for the listed upgrade projects, as agreed in the last meeting.

Invoices will be submitted to Tritax, who will pay suppliers directly and reclaim VAT.

Project Progress:

- *Wastewater Treatment Upgrade:*
 - Invoice has been submitted to Tritax for payment. Once this work has been completed a maintenance contract will be put in place. Work is scheduled to begin at the end of September.
- *Hot Water System Replacement:*
 - Derry's received the go-ahead to replace the central hot water tank with local water heaters.
 - Work is scheduled to begin around 23rd September.
- *Groundwork Invoice:*
 - Unfortunately missed Tritax's payment run.
 - Jeremy and Malcolm are actively following up to secure a new payment date and schedule commencement of work.

Heating System Upgrade

- **Current Status:** Malcolm has opted against replacing the gas boiler with an electric one, following expert advice. Infrared heating is now being considered as the preferred alternative.
- **Proposal Details:**
 - Quote received from ARC Thermal Solutions for full-building installation.
 - Infrared heating offers significant energy efficiency:
 - Traditional boilers waste ~40% of energy heating pipework.
 - Infrared heating costs:
 - *Main Hall:* £7.06/hr warm-up → £2.33/hr maintenance
 - *Jubilee Room:* £1.76/hr warm-up → £0.58/hr maintenance
 - System can be app-controlled, allowing heating only when the building is in use.
 - Hot water currently heats daily at 6am regardless of need—infrared would activate only when required, reducing energy waste.
- **Estimated Cost:** £35,000 This proposal will be submitted to Tritax for funding consideration.
- **Alternative Funding Option:** Combine heating and solar panel upgrades into a sustainability proposal for Tarmac, potentially increasing funding appeal.

Security & Safety Systems

- **Intruder Alarm:**
 - Quote from **Trisec**: £600 + VAT
 - Excludes ongoing maintenance contract.
- **Fire Alarm System:**
 - Quote from **Trisec**: £3,700
 - Includes 1-year maintenance contract.

4. Finance/Procurement

- August salaries and July's cleaning invoice were debited from the bank account on the 1st September so not reflected in the current year-to-date breakdown.
- 24/25 accounts are now ready for submission to the charity commission.
- All Trustees in agreement to set up a direct debit to HMRC for the employee contribution. Mandate has been completed and posted.

5. Governance

- Policies due for review: Constitution, Privacy, and Health and Safety Policy. No updates required.

6. Maintenance Updates

- Table tennis group have asked again if we would consider painting the main hall walls, they are prepared to contribute £200. All trustees agreed to this. Sally to contact Steve to ask for colour options which needs to be mutually agreed and Barry to contact the decorator.
- Hall floor required re-varnishing. To be arranged after decorating.

7. Car Park

- Car park white lines. All agreed that we should schedule a date in as we have had the paint for a while. Date to be confirmed around school times and the weather.

8. Booking Updates:

- **Casual users:**
51 enquiries since the last meeting.
18 new confirmed bookings.
- **Regular users:**
New bookings:
U3A table tennis group 2 sessions per month
New Badminton group every Friday
Leavers:
U3A Sewing.

9. Any Other Business

- Proposal from U3A to partially fund 2 table tennis tables for shared use, primarily used by the U3A members but also available to the public as a community amenity, which would secure ongoing venues hire from U3A and adds a new recreational service to the center potentially increasing community engagement and revenue. All trustees in agreement this is a good idea, Quinton will explore potential funding opportunities with the Parish Council at the next meeting.

Meeting closed at 7.45pm.

Next Meeting – Next Meeting 5th November 2025

Future meetings: 7th January 2026, 4th March, 6th May 2026