

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON

Wednesday 3rd November 2021, 7pm
Held at Coddington Community Centre

1. Attendees: Malcolm Baker (Chairman), Linda Cox Mike Cox, Maggie George, Marion Fox Goddard (Clerk), Anita Smith, Jonathan Smith.

Apologies: Mark Burrell

Malcolm introduced Linda who will be a trustee and be able to take items back to Coddington Parish Council.

2. Approval of minutes of the trustees' meetings from 1st September 2021

The Trustees unanimously agreed the meeting minutes.

3. Matters Arising

- **Repair of the rainwater system** – Malcolm reported that the Parish Council has agreed to proceed with the decommissioning. – **Malcolm/Ian to organise**
- **Hedge Trimming** – the Parish Council has had this work done.
- **Car Park signage/rails update** – Malcolm reported that the problems have reduced, and that Mark has struggled to find a signage supplier. No action required at present regarding signage/rails. **Linda agreed to find out if the enforcement officer had been to the car park today.**
- **Insurance** – Barry has organised this.
- **Live and Local** – Jonathan reported that he has been in touch with Izzy. It is unlikely that anything will be organised until the spring; Izzy has details of our interest in moving this forward.
- **Breastfeeding friendly venue** – Marion has applied to NSDC to be registered as a breastfeeding friendly venue. They are considering whether to send breast feeding mums to check our venue out or whether to just send us a sticker
- **CO₂ Monitor** – Ian has organised this. It is in the Jubilee Room – **Maggie to copy the Village Hall's notice/email to regular users regarding this to Marion so Marion can replicate for the Community Centre**

4 Finance/Procurement

- **Current balances** – Current Account £17, 293.82, Savings Account £21,965.13.
- **Lighting Upgrade** – To be paid for (approximately £850n- awaiting invoice)

5. Policy Review and Update

- **CCTV** - **Malcolm to send the CCTV Policy to Marion so this can be added to the website**
- **GDPR update** – Barry has drafted all required documents. We have the ACRE information sheet on data protection – Carried **action: Barry/Malcolm to meet to discuss so the Trustees can consider them at a future meeting.**
- **User Ts and Cs** – **Malcolm is working on bringing these in line with the ACRE recommended Ts and Cs**

6. Maintenance Update

- Painting – cabinet and fence – has been completed
- Hearing Loop Maintenance – Anita can use a hearing loop and agreed to test ours with Ian – **Marion to let Ian know to contact Anita to arrange a suitable time**
- Heating system has been serviced – Malcolm reported that the Ambi-rad had fused but then started working again but this has led to doubts regarding their reliability, so he had obtained a quote for a removal of the 2 Ambi-rad controllers and replacement of these with one multi use Ambi-Rad controller for £595.72 plus VAT. The trustees unanimously agreed to proceed with this work - **Malcolm to organise**

Marion to ask Barry to email trustees with an update on the following actions on maintenance from the last meeting and any other maintenance updates:

- 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.**
- Emergency lighting/fire alarm
- Fence repair

7. Bookings update

New bookings – second evening Pilates class. Toddlers and DJ coffee has restarted. Moving to Music plan to restart 15/11/21. Still awaiting SNU restart date. Party bookings starting to increase. Brownies debt has been cleared.

There is a potential regular booking for Tuesday and Wednesday afternoons. Marion detailed that this may require us to ask a U3A group to move days – it was agreed it would be a good idea to have all U3A monthly session in on the same day/time but different week of the month to minimise the limitations a monthly arrangement has on hiring the centre for other regular bookings.

Marion to contact Rangers and Laban to see if they will be restarting. Also, CVN Timetable to be updated with regular users who have not confirmed that they will return taken out and badminton noted as a private booking.

8. Christmas Tabletop Fair 28/11/21 Update

Maggie agreed to sell a sheet of raffle squares – **Clare to get a sheet to Maggie.** Maggie and Malcolm will help on the day – **Clare to let them know when to arrive.** Decorations – **Malcolm to suggest to the trustees a date before the event to get together to put these up.** Linda suggested it may be a good idea to put the lights on the trees at the same time. The Parish Council may consider planting a Christmas tree next year but this year lights will just be added to existing trees.

9. Christmas Shut down

The following dates were agreed.

- 24/12/21 -3/1/22 inclusive
- 24/12/22 – 2/1/23 inclusive
- Future years 24th December to 1st January inclusive (unless the 2nd /3rd is a bank holiday in which case it would be closed)

Marion to inform regular users

10. Any Other Business

- a. Jonathan suggested that we should discuss energy prices and how this could affect the centre/booking prices at the next meeting – Marion to add to the agenda and bring contract end dates
- b. Malcolm suggested we add the car park as a standing item on the agenda – Marion to add to agenda for future meetings.
- c. Wendy Parrot is organising Carols around the Tree this year.

Meeting closed at 8.05 pm

Dates of Upcoming Meetings:

Next Meeting – Wednesday 12th January 2022 Time 7pm, Coddington Community Centre

(Future meetings in 2022 – 2nd March, 4th May, 13th July, 7th September, 2nd November)