

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON
THURSDAY 18th MARCH 2021
Virtual meeting via Zoom

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

Apologies: Mark Burrell, Louise Holliday

2. Approval of both sets of minutes for 21st January (CCA and CCA CIO)

The Trustees unanimously agreed both sets of minutes.

3. Matters Arising

- **Hirer rate changes** – website updated. Existing weekly hirers have been informed about 25% discount on their first month after the COVID-19 lockdown. This has been well received.
- **Decommission the showers in both main changing rooms (which could then be used for storage) and recommission the disabled shower room** – Action to be carried to the next meeting (Malcolm)
- **Community Lottery** – Applied for, just awaiting start of this.
- **Amazon Smile** – up and running – Everyone to promote.
- **New Trustees** – All paperwork has been completed and all trustees are on the Charity Commission website
- **Solar batteries** – Malcolm has asked Johnno Lee to get the solar panel spec and Mark may be able to get some aerial photos – Action to be carried to the next meeting (Mark)
- **CCTV funding** – Awaiting feedback from the Parish Council
- **TV Licence** – Terms and conditions have been updated to say we haven't got a licence and for users not to watch TV in the centre.
- **Car charging points** – Mike will ask NSDC for information on this.
- **Repair of the rain water system** – Action to be carried to the next meeting (Ian/Malcolm)
- **Revised electrical work quote** – Malcolm to obtain after lockdown
- **Reviewed allocation of payments with the Parish Council has been completed** – see page 3

4 Finance/Procurement

a. Update

- **Current balances** – See final page for full financial breakdown since the last meeting.
- **External Funding** – Furlough is carrying on for both employees with each working 25% of their normal working hours and HMRC paying 80% furlough of the 75% claimed and CCA topping up to their normal wage. Clerk has applied for another payment from NSDC and we have been awarded £2096 since the last meeting (this covers up until the end of March).
- **Utilities** – British Gas Lite Electricity Contract end on 01/11/2022 and on the gas, the British Gas Standard ends on 31/08/2022 so we can't change these for now. Marion to see if we can get savings water like Fernwood (offered £60 savings per year).

b. Spend approval NSDC Car Parks work

The trustees agreed to this work costing £675 plus VAT. Proposed by M. Cox, Seconded by J. Smith. UNANIMOUSLY AGREED **Barry/Ian to arrange with NSDC.**

5. Policy

a. Safeguarding Policy

The trustees agreed to the proposed policy. Proposed by M. George, Seconded by M. Cox. UNANIMOUSLY AGREED **Marion to publish online and share with regular users. Anita**

and Jonathan to complete the form and send to Marion.

b. Policy Review Schedule – The trustees agreed to review all policies at the May meeting each year.

6. Employee Performance Reviews – deferred until face-to-face meetings can be held.

7. Maintenance Update

All maintenance is up to date other than

- Legionella risk assessment – quote has been accepted. Awaiting date. **Ian to arrange date with Guardian**
- Sewerage System De-sludge and Service postponed until October 2021 due to lack of use of the Centre
- Professional Oven Clean postponed to August 2022 due to lack of use of the Centre
- Coddington Parish Council cover CCA contents insurance on their policy. However, we will need to get competitive quotes for Public Liability and cover for Trustees when the renewal date is closer. **Barry to get quote.**
- Public Liability Certificate of Insurance is out of date on the notice board. **Barry to check the filing cabinet/get a copy from the insurer.**

8. COVID-19 Lockdown update

Children's activities (not parties) can restart on April 12th and badminton for families only (1 family only – no mixed household groups). **Marion to work with users to get them back to the centre asap.**

9. Closure of the old charity update

We need to close the accounts and have them audited. Then hold a meeting to agree the accounts and formally agree the hand over of the finances of CCA to CCA CIO. This needs to be advertised in the Advertiser, on local noticeboards and Facebook at least 21 days before the meeting. Agreed to hold this meeting before the trustees meeting on May 15th.

Marion to finalise accounts and organise the audit. Malcolm? to organise notices in line with Charity Commission guidelines.

10. Any Other Business

- a. Hire agreement review – This needs to be done as well as looking into long term rentals
- b. Electrical cabinet for the sewerage system need to be painted (cabinet door may need to be replaced) – **Barry to organise**
- c. Table top fair to be organised when we are sure the centre will be open and when mini athletics not in. No news on the coffee mornings.
- d. Car park incident – Malcolm gave an overview of recent issues with the car park.
- e. Letter from 3 (internet dongle supplier) – agreed to roll this contract at £9.24 per month and look out for better deals for 20GB. Jonathan let the trustees know that the connection

hasn't been that good for the ukulele group. This may be improved by having the dongle in the Jubilee Room. **Ian to move dongle into Jubilee Room before U3A sessions.**
 f. Malcolm suggested bringing Live and Local events back to the centre. Community benefits were discussed and considered important as well as breaking even – To be planned when we know the centre won't be restricted by Covid 19.

Dates of Upcoming Meetings

Next Meeting – Thursday 20th May 2021, Time 7pm, Zoom

(Future meetings in 2021 – 15th July, 16th September, 18th November. The AGM will also be on 15th July)

Meeting closed at 8.10pm

Email received 10/3/21:

As discussed at the liaison meeting, the Parish Council has formally agreed the attached schedule of payments from 1 April 2021 which will include payment of the insurance premium for both the building and contents.

Yvette

PARISH COUNCIL FINANCIAL COMMITMENTS FOR THE COMMUNITY CENTRE

		2018/19	2019/20 ACTUAL NET COST	2020/21	2021-22 Est. net costs
BUILDING INSURANCE	PREMIUM	1181	1252	Building only 540 part yr pd (780 full yr)	£865 Building +contents
POLICY REQUIREMENTS:	FIRE ALARM, EMERGENCY LIGHTING, PAT	224	275	300	300
	FIRE EXTINGUISHER CHECKS	161	85	197	200
	LIGHTNING PROTECTION	122	125	125	125
	FIXED WIRING INSPECTION (5 yearly @£450)	90	Est 90	Est. 100	100
OPERATIONAL COSTS:	MAIN DOORS SERVICING	185	204		0
	SEWAGE SYSTEM SERVICING & DE-SLUDGE	498	539		0
	GAS BOILER SERVICING				700
	TOTAL	£2461	£2570	£1,262 net	£2,290
MAINTENANCE	GRASS & HEDGE CUTTING	500 (est)	500 (est)	750	750

Financial Information

Account Balances: Savings Account: £21,964.03 Current Account: £9,841.05 on 17th March 2021

Income January 22nd to March 17th 2021

Source	Budget Title	Total Received
HMRC grant	HMRC Grant (furlough)	£ 1,504.40
NSDC	Covid 19 Grant	£ 2,096.00
Barclays	Bank interest	£ 0.55
Total		£ 3,600.95
YTD Income		£15,705.87

Expenditure January 22nd to March 11th 2021

Description	Budget Title	Total Presented
Vodafone	Utilities - Mobile Phones	£ 27.66
British Gas	Utilities - Electricity	£ 450.15
British Gas	Utilities - Gas	£ 357.12
Cathedral Leasing	Clinical Waste	£ 107.96
Water Plus	Utilities - Water	£ 31.88
Wages and HMRC	Salary	£ 2,526.41
H3G	WIFI	£ 18.48
J WILKINS LIMITED	Electrical Maintenance	£ 277.73
NSDC	Trade Waste	£ 262.08
Total		£ 4,059.47
YTD Expenditure		£13,049.65