

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON
Wednesday 02nd July 2025
Held at Coddington Community Centre

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

2. Approval of minutes of the trustees' meetings from the 14th of May 2025.
All trustees unanimously agreed the meeting minutes.

3. Matters Arising

- Project Funding for Community Centre upgrades:
We are awaiting sign off from Tritax to fund the projects below (as outlined in the last meeting).
The wastewater treatment upgrade is now priority, and we are unable to proceed until funding is available as a deposit of half of the cost is due upfront. Malcolm has spoken to the Parish Council who may be able to help whilst we are awaiting funding. Further updates after their meeting 3.7.25.

The building was once state of the art, but 20 years later, upgrades are needed to bring technology up to date.

1) **Wastewater treatment.** to replace system up to spec and move controllers outside so they can be serviced with ease.

2) **Local water heaters.** Replace the main hot water tank with local water heaters. also includes the replacement of the gas boiler,

3) **Alternative heating** for the function room and office areas. Replace the gas boiler with either a 3-phase electric boiler which would work with our existing system or install an air source heat pump which will require upgrades to the radiator system.

Malcolm recently visited another Community hall to look at an alternative heating system for the main hall. This would be to install Infra Red heating throughout the building which would be fully zone controlled and would provide direct heating and would not need to warm up the pipes prior to getting heating to the rooms where needed. This would be quite costly to do. I would look at moving the Solar Panel project to an alternative funding source to get the heating put onto the Tritax funding.

4) **Solar panels** Due to regulation changes, our current solar panels may no longer be compliant. New solar panels are 450-watt which means more power could be generated and work on a 3-phase system. Quote to replace the solar panels with battery storage utilising the space above the toilets.

5) **Dorma door parts** are now obsolete, complete new system is required. To be quoted.

7) **Fire alarm system** upgrade to a remote system. To be quoted

8) **Security alarm System** upgrade to a remote system. To be quoted

Tarmac funding - We need to liaise with Jeremy Fieldsend to rearrange the projects

4. Finance/Procurement

- Salaries were down this month as one had not been deducted from the bank account at time of running the year to date balance report.
- Gas tariff is due for renewal 1st September, new prices are to be reviewed as the price p/KWh has increased from 5.79, to 7.45.
- Lincolnshire co-op have made us their Community Champion so they will be raising funds for us in the Lincoln Road store, between 7th September and 7th March 2026.

5. Governance

- Policies due for review: Fire Risk & General Risk Assessment Policy. Both require updating.
- Fire Risk Assessment: To include the assembly points, the path and reference to the fire alarm maintenance system.
- General Risk Assessment: To include food left in the fridge unlabeled and not dated.

6. Maintenance Updates

- All current maintenance contacts are UpToDate and new certificates in place, including fire extinguishers, Pat testing, lightning protection.
- 2 new batteries were purchased on an out of hours contract at the weekend due to battery failure. This has highlighted the need for a maintenance contract to be put in place on the fire alarm system.

7. Car Park

- School sports day caused some chaos on the roads around the school and a few cars did try to gain entry. Feedback has been given to the school regarding the day of the week this is being held, as Thursdays are a busy for groups. We have other days that are much quieter so the car park could be utilised by the school.
- Parents are still parking on double yellow lines.

8. Booking Updates:

- **Casual users:**
17 enquiries since the last meeting.
8 new confirmed bookings.
- **Regular users:**
New bookings:
Makers Market – July and October
Mcmillan Volunteer support group
Dance group and children's messy play – July
U3A have enquired about having a table tennis group.

Leavers:

Tuesday evening badminton.
ArtVentures on a Friday afternoon.

9. Any Other Business

- Alarms – If we have a remote system could this be a security risk in a real fire emergency? More investigation is required on this option, and possibly the need for cameras to be installed also.
- Instructions are required for re-setting the fire and security alarm in the absence of Ian and Malcolm.
- An instruction manual is required for all equipment, alarms, all risk assessments,

maintenance contact numbers, certificates. A similar file is required for all users, containing room configuration, contact numbers.

- A weekly checklist is required for all jobs required, daily, weekly, monthly.
- Cleaning is required to dust around, clean skirting boards, door frames etc. Quote to be requested from Sheryl.

Meeting closed at 8.10pm.

Next Meeting – Next Meeting 3rd September 2025

Future meetings: 5th November, 7th January 2026, 4th March,