

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON
Wednesday 2nd March 2022, 7pm
Held at Coddington Community Centre

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

Apologies: Maggie George, Clare Tewson, Barry Wellard

2. Approval of minutes of the trustees' meetings from 12th January 2022

The Trustees unanimously agreed the meeting minutes.

3. Matters Arising

- **Breastfeeding friendly venue** – We are now registered as a breastfeeding friendly establishment. Posters are up and the information for trustees/staff has been distributed.
- **Changes to legislation in the new highway code** - Linda thanked Jonathan for sending information on this. The Parish Council will discuss this on March 3rd.

4 Finance/Procurement

- **Current balances** – Current Account £4795.81, Savings Account £24, 965.68
- **Rainwater system** – the Trustees agreed to pay Paul Derry £919.20 for the work quoted for to decommission the rainwater system.
- **Number of quotes required** -The Trustees agreed 3 quotes will be required for any work/purchase of £1000 or over going forward (Reasonable efforts will be made to obtain 3 quotes but if we have struggled to obtain 3 quotes the Trustees will consider less).
- **Broken Fence** – Malcolm has received one quote from RS Gray to fix this – **Malcolm to obtain further quotes**. Mike suggested planting a Hawthorn hedge next to the fence – **Linda to raise this idea with the Parish Council**.
- **Bank** – Marion reported that Barclays are shrinking their opening hours – **Marion to investigate alternatives and bring back suggestions to Trustees**.
- **Donation from County Councillor** – Malcolm had approached Debbie Darby for a contribution to the new lights for the Jubilee Room and £1000 has been offered.

5. Policy Review and Update

- **GDPR update** – Barry has sent the documents to Malcolm– **Malcolm to check and link in CCTV policy and send to the Trustees so they can consider them at a future meeting**.
- **User Ts and Cs** – Since the last meeting Malcolm has updated the Ts and Cs and Marion has fed back – **Malcolm to finalise**.
- **New Health and Safety Policy and Risk Assessment** – **Malcolm to send a word version of these to the trustees to add feedback in red on by end of March. Malcolm to update and redistribute to the Trustees approximately a fortnight before the next meeting with a view to having final versions to approve at the next meeting**.
- **Fire Risk Assessment review** – **Malcolm to update the plan of the building**.

- Annual Review - [Free Usage Policy](#) – Marion to draft update for the next meeting including subsidiary guidelines for Trustees
- Annual Review [Safeguarding Policy](#) – no changes required.
- **Teenager Parties** – The Trustees agreed that the community centre will not host parties for 12–19-year-olds – Marion to send suggested wording for Ts and Cs to Malcolm.

6. Maintenance Update

Legionella risk assessment – At the last meeting Malcolm suggested that Derry's may be able to help with the hot water storage tank and Barry had found legionella training providers. Ian and Malcolm will do the training - Barry to send details of Legionella training providers to Malcolm so this can be booked. Barry to contact Derry's regarding the Calorifiers/ Hot Water Storage Tank. (Carried from last meeting - Updates required on this)

7. Car Park

- Flooding – this was briefly discussed but no action agreed.
- Malcolm outlined that the car park would be closed if spaces were needed by bookings or if something happens that is a danger to a child.

8. Bookings update

- Potential New booking – Boogie Bounce – will need storage space for individual trampolines. Marion suggested we should get the showers decommissioned to make more space for this. Agreed charge £50 per year for storage but items to be left at the user's own risk and on the understanding that other users may have access to the storage room.
- MIND – Marion reported that this booking is cancelling a lot with little notice.
- U3A Archaeology and MF Dance have cancelled

9. Any Other Business

- a. Charity Digital – Jonathan recommended this for cheap Microsoft and Adobe software.
- b. Covid Rules – Trustees agreed to accept Marion's proposal – See final page.
- c. NSDC invite to 'Stand by her' regarding domestic violence– Malcolm will attend.
- d. SNU – The Trustees agreed that if the 4 keys have not been returned by the end of this month, an invoice will be sent for these, and their items disposed of – Malcolm to let SNU know.
- e. Following the experience with the SNU, it was agreed a Key Policy is required – Marion to draft and obtain list of who has keys from Ian so the Trustees can consider this at the next meeting.
- f. Live and Local – Jonathan believes this could make a small profit for the centre but could lead to losses, with it having quite a lot of risk. The Trustees agreed to put this on the back burner for now and to try to think of alternative entertainment/fundraising ideas.
- g. Derry Building services will install one light with warm/bright dual functionality so Trustees can consider whether to change the lights in the Jubilee Room. (The faulty emergency light in the corridor has been fixed).

Meeting closed at 8.45 pm

Dates of Upcoming Meetings: Next Meeting – Wednesday 4th May 2022 Time 7pm, Coddington Community Centre (Future meetings in 2022 – 13th July, 7th September, 2nd November)

Coddington Community Centre – Moving on from Covid

1. Introduction

The government lifted Plan B restrictions on 24th February 2022. It is more important than ever that vulnerable people, those who feel more cautious and those who have suffered as a result of isolation during the last two years feel confident using the community centre, in order to improve mental health and wellbeing. This is particularly important for their usual, regular activities. Consequently, we encourage all centre users to follow the principles below.

2. Key principles:

1. People should stay at home if unwell.
2. Those who have recently had COVID-19 should not attend the centre until either a week has passed and they no longer have a temperature, or they have two negative lateral flow tests on days 5 and 6. They should inform their close contacts and avoid contact with anyone in an at-risk group. Contacts of people with COVID-19 are asked to take extra care, following general guidance on safer behaviours.
3. Let fresh air in if meeting indoors. Opening a window for ten minutes helps.
4. Continue to wear a face covering in crowded and enclosed spaces, especially where you may come into contact with other people you do not normally meet and when rates of transmission are high.
5. Clean your hands often, avoid touching your face, nose or eyes. “Catch it, bin it, Kill it”.
6. Maintain social distancing as far as possible from anyone you do not have regular contact with. Respect the fact that others may wish to take a more cautious approach.
7. If a more crowded event is likely to take place, e.g., a wedding reception with dancing, hirers can be encouraged to ask everyone to take a lateral flow test beforehand.

3. Special Conditions for Regular Users of the Centre

As lockdown was eased and regular hirers came back to the centre, they committed to following special conditions to keep Coddington Community Centre safe. They are no longer required to follow these conditions.

However, we do ask our regular hire group leaders to wipe all surfaces with the spray and paper roll provided at the beginning of their booking to keep their users safe.