

**CODDINGTON COMMUNITY ASSOCIATION CIO**  
**Charity Number 1192482**

**MINUTES OF THE TRUSTEES MEETING**  
**HELD ON**  
**Wednesday 1st November 2023**  
**Held at Coddington Community Centre**

1. **Attendees:** Malcolm Baker (Chairman), Sally Briggs-Price (Clerk), Maggie George, Mike Hall, Anita Smith, Jonathan Smith, Barry Wellard.
2. **Apologies for absence:**, Mike Ayres, Clare Tewson.
3. **Approval of minutes of the trustees' meetings from the 6th September 2023 -**  
The Trustees unanimously agreed the meeting minutes.

**4. Matters Arising**

- Car park barrier quote – Quote received from Newgate and an online company, both similar in price including fitting. It's proposed that we use the local company Newgate, to provide and install it. The Parish Council would like an additional quote, Malcolm votes to proceed with Newgate as they are a local firm.
- 5g – 02 and EE provide coverage at the Community Centre, the cost are around £26 per month for 100Mb for up to 30 users based on a 24month deal, some are offering free of charge install and routers. All Trustees in agreement to proceed with the best option currently available. **Malcolm will check current offers.**

**5. Finance/Procurement**

- Current balances – Current account £3258.59, Savings account £25,664.13, Bonds account £598.23
- New Bank account – All trustees need to complete an application and upload ID if not already a Barclays a customer.
- Bond refund – Soccer Stars not returned key despite being contacted several times. Ian has asked if we can take the cost of a new of out of his bond. All trustees agreed that Ian could purchase a new key, Malcolm will try to contact the franchise of Soccer Stars regarding the bond.

**6. Governance**

- Due for review in November is:
- CCTV policy – All Trustees agreed that no updates are required and the signage for the CCTV operation is visible.

**7. Maintenance Update**

- Wasps nest in boiler house, this has now been professionally removed.
- Leaking velux windows on the right side of main hall. Water track marks lead us to believe it is the window rather than the roof, however it will need inspecting by a professional and will require scaffolding. Parish Council to advise if we do still require opening windows and if they could be replaced to none opening / black out glass

which would prevent future leaks and additional future repair costs and would reduce the light shining through in the summer. – Trustees and Parish Council to review

- Legionella Risk Assessment – Barry to check if this is due and has been updated to reflect the decommissioning of the water tanks.
- Boiler and lightning checks – Completed.
- Failed tube lights in kitchen, hall, and toilets. All trustees agreed to replace with LEDs
- 3 backup LED's have failed the 3-hour battery test. Derry's have confirmed they are out of warranty, however 2.5 hours is sufficient. When drops to below 2hrs, replace batteries.
- Oven Thermostat has been checked again and is still running at the same temperature as the previous tests.
- Future Decoration – Lower parts of the walls around the main hall in need of refreshment during February half term - Barry will contact Ken Hind.
- .

## 8. Car Park

- Car park re-work – Quotes are around £22k. Malcolm has proposed we do not go ahead with the costly work. In heavy rain fall water does drain away as quickly as the drain allows. Our revenue is not being affected as we have never had to cancel any bookings.
- Security – car park barrier is locked each evening and the alarm set. All regular users have been issued with the alarm code to enable them to add/ remove rather than it being left off when unoccupied.

## 9. Booking Updates:

- **Casual users:**  
59 enquires since the last meeting.  
25 new confirmed bookings.
- **Regular users:**  
New bookings from Power, Siena Bags and in independent Pilates class.  
Enquiry from Newark Dance Academy, however they have booked with the village hall.

## 10. Any Other Business

- Christmas decorations are being put up on the 3<sup>rd</sup> December, all invited to help from 1pm.
- Accident during Short Mat Bowles, a member tripped and fell. Signage to be added about the floor which has recently been refinished and risk assessment to be updated where applicable.

Meeting closed at 8.00 pm.

**Next Meeting – Wednesday 3<sup>rd</sup> January 2024 Time 7p.m.  
(Future meetings – 6<sup>th</sup> March 2024, 1<sup>st</sup> May 2024)**