

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON
Wednesday 14th May 2025
Held at Coddington Community Centre

1. Attendees: Malcolm Baker (Chairman), Sally Briggs-Price (Clerk), Debbie Brooks, Barry Wellard, Maggie George, Quinton Quayle.

Apologies: Jonathan Smith, Anita Smith, Mike Hall

2. Approval of minutes of the trustees' meetings from the 5th of March 2025.

All trustees unanimously agreed the meeting minutes.

3. Matters Arising

- Martyns Law was introduced following the Manchester bombing with the aim to improve first aid and enhance public safety by means of escape at venues. The fire calculation on the as built drawings state the Community Centre can hold a maximum of 293 people due to our classification of being a dance hall, however following recent events we believe 120 people is a comfortable number.

To maintain safety there are two areas we need to improve:

- 1) Pave area between pedestrian gate and school entrance. Quote £17,000 inc vat
- 2) Escape footpath from rear of main hall. Quote £6,300 inc vat

- Quotes have been received for Building Upgrades to help reduce our carbon footprint and make us more environmentally friendly.

- 1) **Wastewater treatment.** Currently working at 60%, 2 pumps are down and 1 is being repaired. Ian is manually having to pump the waste. Quote to replace system up to spec and move controllers outside so they can be serviced with ease. Quote is £4,860.54+vat.
- 2) **Local Water heaters.** Replace the main hot water tank with local water heaters. Quote around £8,205+vat. This quote also includes the replacement of the gas boiler, waiting for an updated quote with the items separated.
- 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. Quote for electric boiler is quoted with the replacement of the water heater.
- 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 £17,685+vat.
- 5) **Alternative heating** for the main hall. Installing infrared heating panels to replace the Ambirad heaters, this would remove our reliance on fossil fuels and reduce the annual cost of high-level equipment required for servicing. Quote £12,502+vat. Something that needs to be considered is that any air blowing heating system will affect the badminton users.
- 6) **Dorma Doors.** The parts for the Dorma door are no longer available so the controls will need to be replaced. Similar door controls are around £10,000.

Tarmac and Tritax both have funding available and may be able to support us in some of these projects.

4. Finance/Procurement

- The Audit of the accounts for 24/25 has been completed and Jill has sent in her report. Copy of the report was distributed to the trustees and these will be included in the chairman's report at the AGM in July.

5. Governance

- Policies due for review this month are Key Policy & Free Usage Policy. All agreed there are no updates or changes required to either policy.

6. Maintenance Update

- OVO energy account. The account has been revalidated for another 2 years and they have calculated a backdated payment of £1600.
- The new thermostat and lockable case has been installed in the hallway and we have seen a reduction in our gas and electric costs this month.
- HR software has now been moved to the cloud. Barry is looking in to paying the HMRC charges via direct debit.

7. Car Park

- School sports day is scheduled for Thursday the 26th June. The car park will remain closed as we have several regular user groups in during the day. Once U3A has arrived the gate can be opened in time for school pick up.

8. Booking Updates:

- **Casual users:**

23 enquiries since the last meeting.
8 new confirmed bookings.

- **Regular users:**

New bookings:
U3A committee meeting – 2 hours per month
Sharon vocal training – 3 hours per week
Rose and Anchor waffle van – car park

Leavers:

Friday evening badminton – April
CB Vitality – June
School (Monday afternoons) – April

9. Any Other Business

- July's meeting will include the AGM.
- CPC / Coddington School summer fate will be held on 28th June, Will require power, toilets, tables and chairs.

Meeting closed at 8.00pm.

Next Meeting – Next Meeting 2nd July 2025

Future meetings: 3rd September, 5th November, 7th January 2026.