

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

**MINUTES OF THE TRUSTEES MEETING**  
**HELD ON**

**Wednesday 7<sup>th</sup> September 2022, 7.00pm**  
**Held at Coddington Community Centre**

**1. Attendees:** Malcolm Baker (Chairman), Sally Briggs-Price (Clerk), Linda Cox, Mike Cox, Maggie George, Anita Smith, Jonathan Smith.

**Apologies for absence:**

Mark Burrell, Clare Tewson, Barry Wellard

**2. Approval of minutes of the trustees' meetings from 13<sup>th</sup> July 2022**

The Trustees unanimously agreed the meeting minutes.

**3. Matters Arising**

- **SNU** – Will not be returning, all 6 keys received back. Some boxes still in storeroom that have not been collected, items will be binned.

**4. Finance/Procurement**

- **Current balances** – Current Account £4693.16, Savings Account £24,968.21, Bonds £450. **Sally to provide copies of income / expenditure from April 2022 and send out with meeting minutes.**
- **Energy quotes** – New quote received offering some relieve for small businesses. **Jonathan to follow up, Sally to provide most resent energy invoices.**
- **Heating Loss Survey** – New survey required to assess the efficiency of the building in particular the windows, walls and installation to see how we can improve it. The last survey carried out gave us a C rating. Since this report LED lights and smart meters have been installed and a timer added to boiler. **Add to agenda for next meeting.**
- **Insurance** – Public liability /Material Damage/ Money/ Employers Liability/Financial and Administration Liability and Personal Accident insurance with Zurich is due for renewal on the 23<sup>rd</sup> September. Renewal premium is £96.00 the same as last year. NB – Building insurance is covered under Coddington Parish Council. **The Trustees unanimously agreed to proceed with the renewal. Barry to process from the community centre account.**

**5. Governance**

- **Old Charity Closure** – Forms have been submitted for closure.

**6. Maintenance Update**

- **Legionella risk assessment** –Barry, Ian, Maggie and Malcolm have completed the training.
- **Dorma Door** – Awaiting parts so can be repaired.
- **5-year fixed wiring testing due this year** – Check arranged between 17-29<sup>th</sup> October
- **Sewerage System** - Has been desludged and serviced.

- **Oven cleaning** – Quote from Oven Busters for £85 – approval given by trustees to book an appointment.

## 7. Car Park

- **Weeds** – Weed killer has been put down.
- **Speed humps** – Final thermal survey to be carried out to check for wiring. New sign may be required. Parish Council to arrange.
- **Poor visibility when exiting car park** – Parish Council to arrange with Doug.
- **White Lines** – Barry to obtain quote.
- **Complaint raised about uneven blocks being a trip hazard** – Some blocks are sunken and uneven and some kerbstones are wobbly. Barry has spoken to NSDC and Notts CC and has spoken to builder and will arrange a quote.

## 8. Bookings update

- 41 email & 6 phone enquires for casual user bookings since last meeting. 9 confirmed bookings.
- 3 enquires for potential new regular users.
- Christian Mission have booked further sessions throughout September.
- KFA booked until Christmas
- All other regular users booked until October half term.
- **Feedback** – Feedback obtained from regular and casual users and shared with Trustees. One point made was that the floor was sticky and not ideal for dancing. Investigate if there is something else that can be used on the floor to give a more all-round finish that would be less tacky but still non slip for sports.

## 9. Any Other Business

- **Talk Learn Connect (TLC Project)** – RCAN offering free support to design develop and facilitate an event to help local communities' coming together to talk, learn, connect. Meeting requested 22<sup>nd</sup> September, awaiting confirmation.
- **Hire price increase** – On hold for now
- **Covid posters / floor signs** – All trustees agreed that posters and floor stickers can be removed, sanitisers and antibacterial spray remain for wipe down.
- **Urn** – Children's bereavement centre has asked if they can use the urn of an event. Sally will decline as it will be needed by users.
- **Energy review** – Keep close eye on costs, emergency meeting may be required if costs rise considerably.
- **Clerk Position** – Sally coming to end of probation period, Trustees agreed for her to retain the position.

Meeting closed at 8.15 pm

**Next Meeting – Wednesday 2<sup>nd</sup> November 2022 Time 7 p.m.  
(Future meetings in 2023 – 4<sup>th</sup> January)**