

CODDINGTON COMMUNITY ASSOCIATION

MINUTES OF THE TRUSTEES MEETING HELD ON TUESDAY 19th NOVEMBER 2019 following the AGM AT CODDINGTON COMMUNITY CENTRE

1. Attendees: Malcolm Baker (Chairman), Mike Cox, Maggie George, Barry Wellard (HR/Maintenance), Marion Fox Goddard (Clerk)

Apologies for absence: Clare Tewson, Reverend Louise Holliday

2. Election of Officers

Malcolm Baker was nominated as Chairman and this was unanimously agreed.

Barry Wellard stepped down as Treasurer but will continue to look after HR and Maintenance. The Clerk will look after the accounts/payments from now on. This was unanimously agreed. **Marion to let the committee know how much extra time this is taking.**

3. Approval of the minutes from the Trustees Meeting held on September 17th, 2019

The minutes were unanimously agreed. **Clerk to publish on the website.**

4. Matters Arising

Regarding the new fire procedure, Malcolm will brief trustees on procedure for cover duties at the January meeting.

Marion will arrange collage frames/canvasses for the corridor.

5. Finance/Procurement

a. **Current balance - £25,693.53**

b. **Bright Contracts licence** – The trustees unanimously agreed to renew this annual HR/Payroll licence for £118.80.

6. Governance

a. **New Constitution** – **Marion to publish proposed constitution on the website. Malcolm to update the list of members so a letter can go out consulting on the proposal. January meeting to be open and publicised to consult appropriately.**

b. **Trustees** – Lin has resigned from the Committee. Marion to ask regular users to nominate link trustees. **Marion to remove Lin from the trustees on the Charity Commission website.**

7. Community Centre Free Usage Policy

The trustees agreed the approach taken by Fernwood Village Hall could work for Coddington Community Centre. **Marion to bring Policy for formal approval to the January meeting.**

8. Maintenance update

a. **Bridge/dyke Maintenance** – the Trustees unanimously agreed to pay £150 for this work. The school has agreed to pay £50. **Barry to ask the school to share 50% of the cost (extra £25).**

b. **Painting**– The Trustees unanimously agreed to pay £1570 for the painting of the the toilets and changing rooms with the same paint as the hall including necessary preparation work. **Barry to organise paint work ensuring fire alarms are switched off to eliminate false alarms due to paint.**

- c. **Stage** – Barry to ask Ian to clean underneath. Suitably thin off-cuts/carpet tiles to be found to recover it.
- d. **Electric front door** — The Trustees unanimously agreed to pay £469.76 plus VAT to allow one door to be opened electronically without burning out the other one. Barry/Ian to arrange contractor to upgrade.
- e. **Lights** — The Parish Council has kindly agreed to pay for the internal and external LED lighting upgrade. Barry/Ian to arrange contractor.
- f. Barry updated the group on the following routine maintenance:
 - i. Heaters in Main Hall maintenance has been done costing £560 plus VAT
 - ii. Sewerage has been de-sludged/serviced costing £498 plus VAT
 - iii. Hedge cutting has been done and paid for by Coddington Parish Council

9. Bookings Update

Bookings continue to be very healthy. There is capacity to have an after school club in the Main Hall should the school wish to proceed however, we would need to ask one regular user to start ¾ hour early.

10. Website Update

The new website: www.coddingtoncommunitycentre.org.uk is working well. Marion to publish committee meeting minutes (once approved) going forward to increase transparency.

11. Post Office – Thursday afternoons

This is up and running. Marion to ask the school to publicise this in their next newsletter and promote on Facebook.

12. Carols Around the Tree

The trustees noted the Parish Council will run this. Malcolm will be there to assist with the PA system. A meeting has been arranged to make all necessary arrangements.

13. Correspondence

None.

14. Any Other Business

- a. **Recycling Bins** – Marion suggested this would be a good idea for the centre. Marion to bring indicative costings to the next meeting.
- b. **Hall Christmas Decorations** – date amended to 29/11/19 at 9.30am Barry/Malcolm and possibly Mike will do this. Marion to ask Clare if she can help.
- c. **Projector and Screen Offer** – Mike offered these for the Jubilee Room as the Archaeological and Local History Society no longer need them. The trustees accepted these. Mike to provide specification of the Projector so we know what it can do. PAT test will be needed before installation.

15. Dates of Upcoming Meetings – at Community Centre

Next meeting: January 21st at 7pm.

Further 2020 Trustee meetings: March 17th, May 19th, July 21st, September 15th, November 17th

Meeting closed at 9.25pm