

CODDINGTON COMMUNITY ASSOCIATION
Charity Number 1192482

MINUTES OF THE AGM
HELD ON
Wednesday 5th July 2023
Held at Coddington Community Centre

1. Attendees: Trustees: Malcolm Baker (Chairman), Sally Briggs-Price (Clerk), Mike Ayres, Maggie George, Mike Hall, Anita Smith, Jonathan Smith, Barry Wellard.

No members of the public joined the meeting.

2. Apologies for absence:

Clare Tewson.

3. Chairman's report:

Coddington Community Centre

Annual Report for Trustees 2023

I would like to start by thanking Ian for his ongoing attention to detail in ensuring the Community Centre is always ready for the next Hirer. I would like to thank Marion for the work she carried out during her time with us. Marion left us last year for personal reasons. Following an application and interview process we hired Sally Briggs-Price to continue the work Marion had started and she has settled in very quickly and become an integral part of our team. Thank you, Sally.

Since all Covid Restrictions were lifted the Community Centre has seen activity increase. We are now seeing some regular users leaving as they are not getting the attendance they need to keep going. We are seeing new bookings during the week to replace those lost. The weekends are becoming busy with Saturday mornings continuing to be fully utilised. The remaining availability is being booked by birthday parties. We welcome Red Fox Fairs to the Community Centre with their first event being held on Sunday 30th April and a second event on 2nd July, both went very well.

At the beginning of the year, we had an issue with the boiler in that a sensor failed which took a few weeks to replace as a part needed to be ordered. This did not cause too much trouble as we used electric heaters to keep the function room warm. The engineers tell us that the rest of the boiler is in good condition. The usual yearly maintenance is ongoing. We will be resealing the main hall floor this year and have obtained quotes for the work and decided to continue with our existing contractor.

While working through the Energy Performance Certificate report in order to make as many improvements as possible we raised a few questions which were put to the assessor. The assessor put our details through the new and updated software which indicate our building to be about 6 points inside the B category.

The car park continues to be heavily utilised at school times, my thanks to the Parish Council for providing the 'No Waiting' cones. They do not appear to be moving which indicates that they are having an effect. Having spoken to Glenn the parking problem is moving to the highway as they are beginning to park on the grass verge outside the centre.

The drainage in the car park is our next major project to work on. We have looked at putting a drainage gully at the back of the bays to help drain the water as the structure under the blocks appears to be degraded. However, this may not be a solution as the water settles in the middle of the bays. When the drain is checked after rainfall a slow flow can be seen. I have spoken to a contractor with a view to receiving a quote for replacing the blocks with tarmac and installing a better drain to take the water away. Having not received a quote I approached a second contractor who did provide a quote which went further in that it used the blocks that were to be lifted around the centre to provide better paths. This quote came in at £37500. More quotes to be obtained.

On 20th June we have 3 vehicles from the travelling community take up residence in our car park. Over night there were only 2 of them, they left on their own 24 hours later leaving a little mess. We got off lightly. On instructions from the Parish Council chairman the gate was locked and we closed for 2 more days as there were other members of the travelling community in the area. On Saturday 24th we started operations again but the gate was to be locked when the centre was not in use. This caused issues with some local residents who felt it should have been left open for them to use at school drop off times.

The chairman of the Parish Council spoke to the head teacher at the school and agreement was made for Mr Wing, school caretaker to open the gate at 8am, Monday to Friday, and again at 2pm with it being closed at 3:30pm, Monday to Wednesday. These arrangements are only temporary until we have a high level barrier installed.

A Crime Prevention survey has been carried out with the only additional recommendation that we keep the gate closed over night or when the Centre is not in use. Moving forward key holders will have the gate code so they can open and close the gate as part of them booking the centre.

3. Acceptance of the Independent Auditor's Report for 2022/23

The Trustees unanimously agreed to accept the auditor's report and adopt the accounts.

Independent examiner's report to the trustees of Coddington Community Association

I report to the trustees on my examination of the accounts of the Coddington Community Association (the Trust) for the period 1 April 2022 to 31 March 2023.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I confirm the figures as per the attached Coddington Community Association Final Statement of Accounts for the year 2022/23.

Signed:



Name: Jill Skelley

Address: 8 Windsor Avenue, Newark. NG24 4JA

Date: 28 April 2023.

CODDINGTON COMMUNITY CENTRE

CLERK:
Sally Briggs-Price
Coddington Community Association
Coddington Community Centre
Beckingham Road
Coddington
NG24 2TP

FINAL STATEMENT OF ACCOUNTS FOR THE YEAR 2022/23

Community Account

Opening Balance	£5720.34	1 st April 2022
Closing Balance	£3827.15	31 st March 2023
Total Receipts	£32835.72	
Total Payments	£34,728.91	
Total Refunds (included in payments) £ 2,251.40 (Fire Check £89.13, Chubb £113.71 and SSE £2,048.56)		
Total Transfers out to the Business Premium Savings Account £4500		

Premium Savings Account

Opening Balance	£24,966.30	1 st April 2022
Closing Balance	£29,523.89	31 st March 2023
Total Interest Receipts £57.59		
Total Transfers in from the Community Account £4500		

Account Reconciliation 2022/2023

Bank Reconciliation		Period Ending	31-Mar-23
Coddington Community Association			
Prepared by:	Sally Briggs-Price		
Date:	06 July 2023		
Approved by:			
Date:			
Balance per bank statement as at 31-March-2023			
			Total £
Bonds			£446.21
Savings Account			£29,523.89
Main Account			£3,827.15
Less: any unpresented cheques/BACS payments at 31-March-2023			£0.00
Add: any unbanked cash / cleared cheques at 31-March-2023			£0.00
Net bank balances as at 31-March-2023			£3,827.15
The net balances reconcile to the Cash book (receipts and payments)			
CASH BOOK			
Opening Balance		£5,720.34	
Add: Receipts in the year		£32,835.72	
Less: Payments in the year		£34,728.91	
Closing balance per cash book as at 31-March-2023		£3,827.15	

Financial Comparison

Current Account	2022/23	2021/22
Opening Balance	£ 5,720.34	£ 7,188.97
Income		
Hire	£ 30,895.35	£ 22,293.62
Interest		£ 2.29
Feed in tarriff	£ 2,048.56	
Fundraising		£ 494.56
Bond		£ 75.00
Grant (Covid/HMRC Furlough)	£ 1,785.00	£ 11,561.26
Total Income	£ 34,728.91	£ 34,426.73
Expenditure		
Audit	£ 50.00	£ 50.00
Cleaning products/fogger		£ 514.98
Donations		£ -
Electric	£ 1,658.60	£ 1,489.20
Entertainment		
Expense Claims	£ 945.37	£ 557.30
Fundraising Costs		£ 152.16
Gas	£ 2,556.95	£ 1,300.70
HMRC	£ 2,346.31	£ 2,597.56
Insurance	£ 96.00	£ 624.20
Licence / Subscription	£ 542.00	£ 777.74
Maintenance & Repairs	£ 7,773.21	£ 13,480.99
Performing Rights Licence		
Phone	£ 204.13	£ 168.05
Refuse Collection	£ 730.84	£ 323.88
Refund	£ 55.00	
Software		£ 118.80
Stationery	£ 299.00	
Transfer from current to savings account	£ 4,500.00	
Training	£ 57.50	
Wages	£ 12,620.23	£ 11,800.10
Water	£ 174.03	£ 75.96
Wifi	£ 119.74	£ 112.18
Total Expenditure	£ 34,728.91	£ 34,143.80
Savings Account	31 March 2023	31 March 2022
Balance	£ 29,523.89	£ 24,966.30

5. Election of Trustees

- All Trustees agreed they would continue to stand on the board, all Trustees re-elected.
- Cllr Mike Ayres has joined the board of Trustees and representative from the Parish Council.

Meeting Closed at 19:25.