

# CODDINGTON COMMUNITY ASSOCIATION

## MINUTES OF THE TRUSTEES MEETING HELD ON THURSDAY 19<sup>th</sup> NOVEMBER 2020 Virtual meeting via Zoom

**1. Attendees: Trustees:** Malcolm Baker (Chairman), Mark Burrell (Vice Chairman), Mike Cox, Maggie George, Marion Fox Goddard (Clerk), Barry Wellard (Maintenance).

**Additional Attendees:** Anita Smith, Jon Smith

**Apologies:** Louise Holliday, Clare Tewson

**2. Approval of the minutes from the Trustees Meeting held on September 15<sup>th</sup> 2020**  
The minutes were approved.

### 3. Matters Arising

- Purchase of batteries to store power from the Solar Panels – Mike has done initial investigations – could save £3000 to £5000. Survey required. Mark offered to investigate this further to see if this is viable for the Community Centre.
- The Parish Council has paid for the failed Smoke Detector to be fixed.
- Grass cutter damaged pipe – this had been fixed prior to the last meeting.

### 4. Finance/Procurement

a. **Current balance** - £24, 994.39 (Current account £3031.46, Savings £21,962.93).

b. **Quote for Lighting Upgrade** - Ian has obtained quotes from 3 suppliers. There was a preference for the Derry's quote but considering the forecast for income for 2020/2, the trustees deferred the decision on this. Malcolm also has 2 CCTV quotes.

c. **Parish Council – Section 137 Grant application** - Any requests for contributions towards LED lighting and CCTV will need to go through the Parish Council's Grants Policy procedure. **Trustees to consider an application at the January meeting.**

d. **2020/21 Budget Review** – Forecast income for the full year £8240. Expenditure to date £5810. Reserves will be significantly depleted this financial year.

**Marion to see if we can review gas/electricity/water.**

**Marion to do an advert promoting the centre for business use and look at Facebook advertising costs.**

**Malcolm and Ian to see if the rainwater system can be fixed.**

**Marion to write to NSDC to see what support there is for the Community Centre and ask them to consider opening the latest Covid 19 grant to organisations such as Coddington Community Association. Copy to be sent to Robert Jenrick.**

**Trustees to consider changing the financial year from August-July to April-March at the next meeting.**

Trustees to consider having a reduced cost for new regular users for their first month at the January meeting.

## 5. Maintenance Update

Barry detailed that all maintenance is up to date with the following exceptions:

- Sewerage system de-sludge/service – was due October – postponed due to reduced activity
- Legionella risk assessment – was due October - **Barry/Ian to arrange for December**
- Car Park sweeping/jet wash – Agreed to proceed with sweeping for now if prices in line with previous price. Consider jet washing when the weather drier. **Barry/Ian to organise**
- Oven clean. **Barry to check if this is needed.**

A significant amount of the regular maintenance is paid for by the Parish Council: Emergency light checks, PAT testing, fire extinguisher testing, Dorma door testing, lightning protection system testing, 5 year fixed wiring testing, hedge cutting.

## 6. Bookings

Currently locked down but the following users were using the hall: Caterpillar Music, Daisy Birthing, Laban, Spotlight on Learning, Post Office, Slimming World, 3 separate badminton bookings. Brownies and Rainbows were planning to restart in November. Post Office is still open during lockdown and demand seems to be picking up **Marion to work with users to get them back to the centre asap.**

## 7. Christmas Shut Down

24/12/20 to 3/1/21 inclusive.

## 8. Any Other Business

a. Marion detailed the need for a safeguarding policy. **Marion to write a draft policy for consideration at the January meeting; Also, a policy review schedule.**

b. Malcolm suggested fundraising ideas as the fundraising is needed in light of the current situation and the need to make centre self-sufficient: Christmas raffle, Table top sale including a raffle 3 times per year, coffee shop – If the previous provider does not return we would look to taking this over as a Community Service. Amazon smile will be applied for once the charity name/number has changed.

## Dates of Upcoming Meetings

**Next Meeting – Thursday 21<sup>st</sup> January 2021, Time 7pm, Coddington Community Centre/Zoom if need**

**(Future meetings in 2021 – 18<sup>th</sup> March, 20<sup>th</sup> May, 15<sup>th</sup> July, 16<sup>th</sup> September, 18<sup>th</sup> November)**

Meeting closed at 8.20pm