

CODDINGTON COMMUNITY ASSOCIATION

MINUTES OF THE TRUSTEES MEETING HELD ON TUESDAY 17th SEPTEMBER 2019 at 19:30 AT CODDINGTON COMMUNITY CENTRE

1. Attendees: Lin Rowden-Allen (Chairman), Malcolm Baker (Joint Treasurer), Mike Cox, Clare Tewson, Barry Wellard (Joint Treasurer), Marion Fox Goddard (Clerk)

Apologies for absence: Jane Hedge, Maggie George

2. Approval of the minutes from the Trustees Meeting held on July 16th, 2019

The minutes were unanimously agreed. Proposer: Malcolm Baker, Seconder: Mike Cox.

3. Matters Arising

Maggie has been added to the charity commission website as a trustee.

4. Finance/Procurement a. Current balance - £26,288.91

b. PPL/PRS licence – The licence has now been paid for (£124.80).

5. Governance

a. **New Constitution** – Malcolm went through the proposed new constitution and noted feedback from the trustees. **Malcolm to update the constitution and distribute to the group and liaise with the Charity Commission on what needs to be done to change. Marion to add to the AGM agenda for adoption in November.**

b. **Trustees** – Sheila stepped down from the trustees in August. Lin reported that she will step down from the chair position and the trustees at the AGM in November. **Remaining trustees to consider whether they would be happy to be chair. Marion to invite Mathew Skinner to be a trustee and write to Louise Holiday to ask for the church to nominate a representative. Marion to remove Sheila from the trustees on the Charity Commission website.**

6. Maintenance update

a. **Bridge Maintenance** – Dyke needs to be cleared and share the cost with the school. **Barry to arrange with Ian and Clare to ask the school to share 50% of the cost (approx. £50 each).**

b. **Painting and Plumbing update** – The painting and plumbing work was completed at the end of July/beginning of August. Agreed to decorate the toilets and changing rooms next with the same paint as the hall including necessary preparation work. To protect the paintwork under the driers it was debated whether to have Perspex or extra tiling. **Barry to organise paint work and liaise with Ian on the best solution to preserve the paintwork below the driers.**

c. **Manhole cover update** – Malcolm has resolved the issue with the raised manhole.

d. **Electric front door** — **Barry/Ian to arrange contractor to upgrade the mechanism so the motor doesn't burn out if pressed when locked.**

e. **Stage** — Barry reported that the carpet is coming up and the stage could do with being refurbished. **Barry to get quotes.**

f. **Left overs from the fair** — Barry report there were still books/crockery/popcorn machine left over after the summer funday. **Barry to return pop corn machine to the PTA cupboard at school/Ian to arrange disposal of the books (as they will be damp)/ Malcolm to take the crockery.**

g. **Solar Panels** – Mike suggested that these could possibly be used to heat the hot water rather than using gas. **Malcolm to investigate?**

- h. **External bulk head lights need to be replaced** - Barry to organise/ask Parish Council to fund/ look into whether internal lights need replacing at the same time.
- i. **Gas/Sewerage systems** – These will both be serviced at the end of October.
- j. **Sign next to urinals** – to remind users to flush. Barry/Ian to organise.

7. Fire risk Assessment Update

Malcolm reported that the necessary work has been done to ensure compliance with the fire risk assessment:

- the terms and conditions regarding hirers' responsibility to evacuate the building should there be an emergency have been updated and regular hirers/all bookings informed
- a process is in place for Ian/whoever opens the centre can go through this with hirers on arrival **Malcolm to brief trustees on procedure for cover duties**
- fire drill has been conducted with the Guides.

8. Bookings Update

- a. Party bookings are picking up after a relatively quiet summer.
- b. Regular bookings – A new tennis booking (2.75 hours per week) will start after half term. Currently investigating a regular booking on a Saturday morning with a local church. This is at the early stages but could raise £1800 per year if they do proceed.

9. Website review Update

Marion had published the new website: www.coddingtoncommunitycentre.org.uk so the trustees could look at it. **Marion to promote with regular users and get links to the new website on the village/NSDC/Facebook page and talk to HugoFox about key words to get this found through search engines easily.**

10. Car Park – Signage & lines update

The sign and new lines are in place and the trustees agreed to see how this goes. Lin has not been able to meet with John Lee and Jon Brown yet.

11. Post office update

The Parish Council will pay for a new table. Electrical work is being done at the end of October. The sub post mistress will do a dry run and if this goes well the Post Office is likely to open in November (Thursdays 1pm - 4pm). Spotlight will not be able to use the office for their printer. **Ian/Marion to find suitable alternative solution for Spotlight. Marion to ask regular users know if they still need their lockers.**

13. Leave

- a. **Christmas Shutdown** agreed 24/12/19 to 1/1/20 inclusive. There has been an enquiry to have a New Year's Eve Party on 31/12/19. The trustees agreed to decline this booking for staff to have family time and also noted a similar event was cancelled in the past due to lack of interest. **Marion to inform regular users about the shut down and respond to NYE enquiry.**
- b. **Holiday cover** 3-6 October **Trustees to let Marion know if they can cover.** Holiday cover will be required the first 2 weeks of August 2020.

13. Correspondence

The Emmaus Trust had sent a thank you letter for the £227.82 donated from the Fun Day profits.

14. Any Other Business

a. **Hall Pictures** - The trustees agreed for up to £200 to be spent on collage frames/canvasses for the corridor which will have pictures of users/historical pictures of Coddington. Marion/Lin to meet to organise.

b. **Events/Carols around the tree** – Lin to do programme/liaise with Clare on what is needed/ establish who is doing what (Derek Rigby could possibly be Santa/Lin knows a lady who could possibly do carols on the organ inside).

c. **Free usage policy** – Marion to copy Fernwood Village Hall's Free Usage Policy to all trustees/add to the agenda for the next meeting for discussion. Marion to let Mathew Skinner know that he can use the Jubilee free of charge for a one off meeting he is having to help some residents that live near the A1.

15. Dates of Upcoming Meetings – at Community Centre

Next meeting: AGM on 19/11/19 at 7pm followed by Trustees meeting.

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

Meeting closed at 9.30pm