

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

**MINUTES OF THE TRUSTEES MEETING**  
**HELD ON**  
**Wednesday 7<sup>th</sup> July 2021, 6.30pm**  
**Held at Coddington Community Centre**

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

**Apologies:** Mark Burrell, Anita Smith, Jonathan Smith

**2. Approval of minutes of the trustees meetings from 20<sup>th</sup> May 2021**

The Trustees unanimously agreed the minutes from the last CCC AGM and the CCC CIO Trustees meeting

**3. Matters Arising**

- **Decommission the showers in both main changing rooms (which could then be used for storage) and recommission the disabled shower room – Work to be organised<sup>1</sup> (Malcolm/Ian)**
- **Solar batteries** – Mark and Malcolm have met with a company regarding this - 2 units would cost £3900 and produce 4.8Kw. Malcolm suggested to the Trustees that the long term aim should be for the centre to be carbon neutral including having heating not requiring gas. – **Marion to send Electricity bills to Malcolm and send details of a contact for an EPC assessment to Mark. Mark/Malcolm to bring proposal to the Committee when ready.**
- **Repair of the rainwater system – Action to be carried to the next meeting (Ian/Malcolm).**
- **GDPR update** – Barry has started this work and had sent a draft Privacy Policy and draft Subject Access Policy prior to the meeting. **Barry to draft the remainder of the documents so the Trustees can consider them at a future meeting.** (Malcolm to be Data Controller)
- **ACRE documents – Marion to order the Data protection for village halls and community buildings information sheet.**

**4 Finance/Procurement**

**a. Update**

- **Current balances** – Current Account £18, 023.32, Savings Account £21,964.58
- **External Funding** – Furlough percentage to continue at 50%– **Trustees to review in September.**
- **Lighting Upgrade** – The Trustees unanimously agreed to proceed with replacing the lighting in the main hall as per Derry's proposal (emergency lights will be lower and lower ambient lighting/ new sports lighting) Total cost £8,851.84 including VAT (Sports lighting £2,989.90 + VAT and non-dimmable emergency lights £4,386.63 + VAT). Lighting is failing elsewhere

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<sup>1</sup> Taking into account Barry's notes: When decommissioning the showers we need to identify the length of any deadleg piping to ensure it is compliant with regulations. The shower waste traps need to be disinfected and isolated. Shower heads and other fitments to be removed and safely store.

in the building. The Trustees discussed having Derrys as a preferred supplier. – Malcolm to obtain quotes for the Trustees to consider.

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- **CCTV** – Being installed on 20/7. Total cost £1200 which the Parish Council will be paying for. They will receive a NSDC grant for £660. Malcolm to finalise the draft CCTV policy for Trustees approval and order required signage.

**5. Employee Employment Review** – The Clerk left the meeting so the Trustees could discuss this matter. On returning to the meeting the Chairman reported:

- The Trustees had agreed to increase staff hourly rate by the same amount the National Living Wage was increased on April 1<sup>st</sup>. This will be backdated to 1<sup>st</sup> April. Malcolm to let Ian know. Barry to organise letter to confirm and backdated pay.
- Malcolm thanked both paid employees for their work over the last 18 months.

## **6. Wi-Fi Review**

The need for more reliable Wi-Fi was discussed and ideas for this. Malcolm to discuss charity rates with Vodafone so this can be discussed at a future meeting.

## **7. Maintenance Update**

- Legionella risk assessment – Barry and Ian have read through the recommendations. Ian to clean and disinfect the cold-water storage tanks. Barry to organise Legionella training (Guardian or online?) and investigate what is required as the Calorifiers/ Hot Water Storage Tank annual check was not done as there is no inspection hatch or means of purging the system as it is a sealed unit.
- Car Park clean and repointing – Barry has organised for this to be done on 9/10 August.

## **8. COVID-19 Lockdown update**

Toddlers and DJs may restart in September, but Malcolm has told them if someone else wants to book their slots in the meantime we will have to take the income. A few bookings had to be cancelled due to the delayed move to step 4 of the Government roadmap. Awaiting restart dates for: Moving to Music, U3A Geology, Guides (need a new leader), Rangers, Kung Fu, SNU. Remaining regular bookings are on or are due to start soon. There is also a new Pilates class from October.

## **9. Any Other Business**

a. Cover for site manager 31/7 to 15/8 – Malcolm to cover and let Barry know if any assistance required – also to show Maggie the ropes so she can cover in future.

b. Regular Hirers in Arrears – Brownies have paid off half of their debt – Malcolm will request the remainder.

c. Barry suggests that the Parish Council be asked when cutting the Hawthorn hedge along the car park also include the Gorse hedge – Maggie to ask the Parish Council.

d. Barry suggested that the yellow iron barrier requires painting. The Trustees agreed that this should be painted yellow and that the containers should be painted at the same time – Barry to get quotes for the Trustees to consider.

e. Malcolm detailed that the fence (next to school) needs repairing – Barry to get a quote for a temporary repair.

f. Malcolm suggested that he talk to Izzy about getting Live and Local events back in the centre. The Trustees agreed that this is a good idea and Clare offered to help – **Malcolm to speak to Izzy.**

g. Other Fundraising ideas – Christmas raffle, Pop up Market

h. Marion detailed that a Pizza Van would like to stand on the centre car park – Trustees in favour, but if it does not create mess. **Marion to organise.**

i. Trustees – **Marion to put a post on Facebook to try to find more Trustees.**

Meeting closed at 7.40pm

**Dates of Upcoming Meeting: 1<sup>st</sup> September 7pm at the centre**