

CODDINGTON COMMUNITY ASSOCIATION
Charity Number 1192482

MINUTES OF THE AGM
HELD ON
Wednesday 3rd July 2024
Held at Coddington Community Centre

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

No members of the public joined the meeting.

2. Apologies for absence:

Mike Hall

3. Chairman's report:

Coddington Community Centre
Annual Report for Trustees 2024

Coddington Community Centre

Annual Report

2024

The Community Centre continues to be in demand with bookings coming in regularly. I would like to thank Ian Lawson for continuing to maintain the building and keeping it ready for our hirers. I would also like to thank Sally Briggs-Price for handling the bookings and finances for us amongst other things.

We continue to see weekend party bookings and enquiries come in which keeps us busy at the weekends. The rest of the time is taken by our regular hirers. Despite seeing some fall by the wayside, we are continuing to see new user groups make bookings.

Over the last few years we have carried out a considerable amount of maintenance which has reduced our bank balance. We will be reviewing our charges with a view to balancing our books. Everything has gone up over the last few years, we have not increased our prices since before Covid.

Following some complaints about the flooding of the car park we looked into the problem with the following results:

- 1) The car park floods after a prolonged period of heavy rain.
- 2) To install a different drainage system and tarmac the side of the car park closest to the road would cost around £20,000.
- 3) If we closed the centre each time the car park flooded it would take us more than 10 years to lose £20,000.
- 4) If you look at other county areas which flood after heavy rain you can see that no action has been taken to install additional infrastructure to correct the problem.
- 5) The car park drains within 24 hours so not further action was deemed necessary.

We began to experience leakage from the Velux windows. A local Velux qualified builder was engaged to inspect them.... We also planned to install blinds to the windows to darken the hall for presentations.

When the builder went to fit the blinds, he found that Velux made 2 different models of our window and do not support the one we have. A third-party blind has been sourced and will be installed in October when we have the heating serviced as we will have the access equipment again. During the inspection the leak was found to have been caused by a build up of debris which was preventing them from closing. This has been added to our maintenance schedule.

The new gates have been installed and do not appear to be causing any issues. I am looking at our risk assessments to incorporate the gates into our systems.

In December we received an internet bill for just under £70 as opposed to the £10 per month that we had been paying. We suspected that this was caused by someone streaming video at the centre. The trustees agreed that it was time to upgrade our internet to fixed line which would not have a download limit. This has been completed, we now have Wi-Fi throughout the building.

In January the W.I. hosted an evening with Prof Sir Johnaton Van Tam which went very well and highlighted a few things we need to address:

- 1) 120 people is a workable number, but we do not have enough chairs. For the evening, we borrowed some from the village hall but to be self sufficient we would need to purchase 40 folding chairs ourselves. We have just taken possession of some second hand chairs of the same style to our existing ones but they are made of Steel as opposed to Aluminium.
- 2) The external lighting around the back of the building is not working properly to provide emergency guidance around the building. This has been resolved.
- 3) Our little speaker is not really suitable for this application, we will be looking at improvements.
- 4) Our projector is rather old and not fit for purpose now.
- 5) The emergency exit to the rear of the building is not paved to the safe refuge, while it may have been acceptable when the Community Centre was built, I am certain that it does not conform now. A path needs to be put in place from the rear doors to the muster area / school entrance path.

Last year we let our users down as we were not on the ball for the School Sports Day. This year we closed the car park in the morning to ensure that there were enough car park spaces for the Toddler Group who pay to use the centre. Normally the car park is full to capacity with parents' cars on Sports Day. We have asked for communication with the school to allow us to manage this, but it has never really been set up. I will try to resolve the communication issue although the school did ask for the building to be open during the day to allow parents to use the toilets. This was declined as it would pose a Safe Guarding issue for the Toddler Group and there would be nobody responsible for the building when it was unoccupied.

Looking forward to the coming year, our focus will be to adjust our pricing structure to start seeing a positive change to our bank balances and look into Paving the escape route from the rear of the main hall to safety and the area to the side of the function room where the school parents gather. This will include providing paved access all around the front of the building for disabled users.

3. Acceptance of the Independent Auditor's Report for 2023/24

The Trustees unanimously agreed to accept the auditor's report and adopt the accounts. Balance sheets will be emailed to all trustees.

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 Centre (the Trust) for the period 1 April 2023 to 31 March 2024.

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 2023/24.

Signed:



Name: Jill Skelley
Address: 8 Windsor Avenue, Newark. NG24 4JA
Date: 10 May 2024.

Final Statement of Accounts for Coddington Community Centre 2023-2024

The Final Statement of Accounts figures for the current account:

Current account:

| | | |
|-----------------|------------|--|
| Opening Balance | £3,827.15 | 1 April 2023 |
| Closing Balance | £1,642.11 | 31 March 2024 |
| Receipts | £36,496.45 | (including £11,994 transferred from the savings account) |
| Payments | £38,681.49 | |

The Final Statement of Accounts figures for the savings account:

Savings account:

| | | |
|------------------------------|------------|---------------|
| Opening Balance | £29,523.89 | 1 April 2023 |
| Closing Balance | £17,847.63 | 31 March 2024 |
| Total Interest | £317.74 | |
| Transfers to Current Account | £11,994.00 | |

Account Reconciliation 2023/2024

Accounts reconciliation

Bank Reconciliation **Period Ending** 31-Mar-24
Coddington Community Association

Prepared by: Sally Briggs-Price
Date: 03 July 2024

Approved by:
Date:

Balance per bank statement as at 31-March-2024

| | Total £ | |
|-----------------|----------------|--|
| Bonds | £526.52 | <i>To be refunded to customer after booking.</i> |
| Savings Account | £17,847.63 | |
| Main Account | £1,642.11 | |

Less: any unpresented cheques/BACS payments at 31-March-2024 **£0.00**

Add: any unbanked cash / cleared cheques at 31-March-2024 **£0.00**

Net bank balances as at 31-March-2024 **£1,642.11**

The net balances reconcile to the Cash book (receipts and payments) for the year, as follows:

CASH BOOK

| | |
|------------------------------|------------------|
| Opening Balance Main Account | £3,827.15 |
| Add: Receipts in the year | £36,496.45 |
| Less: Payments in the year | £38,681.49 |
| Closing Balance | £1,642.11 |

| | |
|---------------------------------|-------------------|
| Opening Balance Savings Account | £29,523.89 |
| Closing Balance | £17,847.63 |
| Total Interest | £317.74 |
| Transfers to current account | £11,994.00 |

5. Election of Trustees

- All Trustees agreed they would continue to stand on the board, all Trustees re-elected.
- Cllr Debbie Brooks has joined the board of Trustees and representative from the Parish Council.
- Mike Ayres has been elected as Chair of the Parish Council and has stepped down as a Trustee for the Community Centre.

Meeting Closed at 19:20.