

CODDINGTON COMMUNITY ASSOCIATION

MINUTES OF THE TRUSTEES MEETING HELD ON THURSDAY 15th SEPTEMBER 2020 Virtual meeting via Zoom

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

Apologies: Mark Burrell, Louise Holliday, Clare Tewson

2. Approval of the minutes from the Trustees Meeting held on July 9th 2020

The minutes were approved.

3. Matters Arising

- Dyke maintenance – Ian now has the equipment to clear the vegetation out of the dyke. Malcolm suggested the silt may need to be cleared out
- Cleaning under the stage has been done. Ian has also painted this area.
- Wage increase implemented.
- Everything was in place for reopening the centre on 18 August
- Grass cutters have damaged a pipe - Maggie/Malcolm have raised this with the Parish Council but still needs repair.

4. Governance

The new constitution has been on hold due to Covid 19. Barry is liaising with the bank regarding the change of name and Malcolm has this all prepared. Signatures required. This will be progressed further at the AGM in November and Malcolm will see the trustees to get signatures.

There are 3 people who have expressed an interest in becoming a trustee/volunteer.

5. Finance/Procurement

a. **Current balance** - £27, 514.22 (Current account £5551.29, Savings £21,962.93). Since the last meeting we have paid for the contents insurance and items to ensure the centre is Covid 19 secure.

b. **Audit Update** – As income for 2018/19 was over £25,000, an independent audit was required. An auditor has been appointed and we are awaiting the report. We will use the same auditor for 2019/20.

c. **CCTV** – The Parish Council will need quotes to consider whether they will pay for this. The Trustees discussed options – where, type, power source. **Malcolm to look at all the options and prepare a proposal. Marion to copy Fernwood Parish Council Policy to the trustees.**

d. Quote for Lighting Upgrade

2 more quotes required. We can then take them to the Parish Council to see if they will cover some/all of these costs. Malcolm suggested asking the Parish Council to allocate some of the money that will be saved from not having to empty the sewerage tank. It was

suggested tying the main hall lights in with other work (gas servicing?) which uses the scissor lift. **Ian to get quotes**

e. Failed smoke detector repair quote £160 plus VAT. The Parish Council has covered these costs in the past. **Marion to email the Parish Council to see if they will cover these costs.**

6. Maintenance Update

Barry reported everything is up to date.

7. Bookings

The following users are now using the hall: Caterpillar Music, Daisy Birthing, Spotlight on Learning, Post Office, Slimming World, 3 separate badminton bookings. Laban is restarting on 20/10/20. There have been 2 cancellations of regular badminton bookings. **Marion to continue to work with users to get risk assessments in place to ensure safe return to the centre.**

The drama group booking did not come to fruition.

8. Car Park

This needs cleaning. **Barry to get a quote from NSDC for it to be swept/powerwashed..**

9. Holiday Cover

1st – 4th October – Malcolm may be able to do some of this. **Marion to contact Ian to see which users can let themselves in/out. Malcolm/Marion/Ian - Cover to be finalised**

10. Any Other Business

a. Mike suggested having batteries to store solar power to make saving for the centre. **Mike to investigate this and report back to the trustees.**

b. Marion to send [pricing structure](#) to Maggie

Dates of Upcoming Meetings – at Community Centre

Next meeting: November 17th at 7pm – AGM followed by trustees meeting – likely to be Virtual

Meeting closed at 8.20pm