

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON
Wednesday 6th November 24
Held at Coddington Community Centre

1. **Attendees:** Malcolm Baker (Chairman), Sally Briggs-Price (Clerk), Anita Smith, Jonathan Smith, Barry Wellard, Mike Hall.

Apologies for absence: Debbie Brooks, Maggie George

2. **Approval of minutes of the trustees' meetings from the 11th September 2024.**
All trustees present unanimously agreed the meeting minutes.

3. **Matters Arising**

No matters arising

4. **Finance/Procurement**

- Current balances: Current account £448.37, Savings account £12,969.83, Bonds account £755.29.
- Interest rate is decreasing on the savings account from 1.50% to 1.40% as from December 2024.
- Updates from Jonathan: Jonathan has reviewed our income and expenditure and has put together a comparison and summery graph between 2020 to date to show the surplus / deficit which will be more meaningful for all to see our current financial position rather than just hearing the balances which doesn't convey the real information. Johanthan has provided the formulas to include in our current working cashbook which will enable us to report on this prior to each meeting and monitored going forward.

Savings are being used more regularly of late which we need to monitor and look at ways of increasing profits / decreasing outgoing / decreasing costs.

As from the 1st January 2025 our hire costs are being increased, but this is not enough alone to cover our costs.

In addition to Inflation and cost of living increases, we have spent more than usual on large maintenance items, such as new fences, Velux window service, decorating, new stage carpet, varnishing of the main hall floor, monthly cleaning. Not all items are in the maintenance schedule.

Jonathan would like to review our bookings to calculate percentages of time the centre is in and out of use. Sally to send over the bookings calendar.

5. **Governance**

All up to date

6. **Maintenance Update**

- Roof is still leaking in the main hall and from photos we had taken whilst a contractor was on site, shows there are wires protruding out to the roof tiles. The current picture

has been compared with photo from 2021 and revealed that a tile has moved resulting in an eventual failure of the felt barrier below the tiles. This allows water to make its way down to the Velux windows and into the hall. Malcolm has asked the Parish Council to urgently review this and see if we can claim through the insurance. He has asked if Councillor Quayle would be able to carry out a survey of the roof to identify any other potential issues and proved more images of the tile which is out of place.

- Sewage System has been cleaned and serviced.
Malcolm has spotted that the electric box for the wastewater treatment system is open to the elements from below, has no barrier to the gases from the tanks and is a potential health hazard.
This has come around because of the repeated replacement of the pumps. Malcolm spoke to the engineer who performed the service who said that there is an upgrade which replaces the pumps with compressors, the control box could be replaced at the same time.
Since Ian joined the Community Centre in 2009 he has replaced the pumps every 12 to 18 months and at a cost of around £150 each which gives us a spend of around £3000 keeping the system working. If the system was to be upgraded, we would reduce the operating costs and remove the health hazard that Ian is being subjected to each time he replaces a pump. This has been put forward to the Parish Council.
- Mike and Jonathan raised that we should review the maintenance schedule to include a timeline for all maintenance items big and small to enable us to plan better for budgeting but also when larger items, such as the boiler or fire alarm will come to the end of their life span and parts are no longer available we know when to expect to replace them.

7. Car Park

- Car park sweep is not priority and will be left for now.
- Dykes to be checked, however this is not a priority given our current bank balance.

8. Booking Updates:

- **Casual users:**
34 enquires since the last meeting.
16 new confirmed bookings.
- **Regular users:**
New groups:
Coddington Primary have booked the main hall once a week during term time.
4A's have enquired to see if they can come back over the winter.
Paws Education dog training have booked to view the hall to see if it is suitable for there classes.
George's food van may be using the car park for his food van.
Rotary club have booked a charity even in February.
- **Leavers:**
Sharon Vocalist – due to cost.
Laurence Badminton – lack of players.
Art Ventures – offered alternative free of charge venue.
- Table Tennis wall paint – discussions with the group ongoing as they would like us to pursue options in changing the walls to green. Screens have been priced up and would cost over double compared to the decorating costs. The group are currently holding tournaments and will feed back to us from the players. The trustees have discussed offering to repaint it in return for a 2 year hire agreement. Await feedback.

9. Any Other Business

- Christmas Opening times – The trustees agreed to remain open over Christmas to regular users only who can self-serve. Updated contact numbers to be added to the notice board.
- Christmas decorations being put up at 10 am on the 1st December – all welcome to come and help. Amanda has kindly agreed to make some bunting for Christmas and will need to purchase the ribbon to complete it. Request made to authorise the cost, all trustees agreed the expenses.
- Mr Wing (school Caretaker) is retiring and has enquired about using to community centre to hold his retirement party. All trustees agreed to offer it free of charge due to the help and support he has given us over the years.
- Fire Brigade assessment on the 16th November at p.m.
- Thank you to Ian from a recent booking:

“Had a brilliant day yesterday, huge thank you for letting us use your centre.

Can you please send my thanks to Ian your caretaker, he went beyond to help me with things, he’s an asset to the centre.

Hope to use you again when we have to do another seminar.”

Next Meeting – Next Meeting 8th January 2025
(Future meetings – 5th March 2025)