

CODDINGTON COMMUNITY ASSOCIATION CIO
Charity Number 1192482

MINUTES OF THE TRUSTEES MEETING
HELD ON
Wednesday 6th March 2024
Held at Coddington Community Centre

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

Apologies for absence: Maggie George, Mike Hall

2. **Approval of minutes of the trustees' meetings from the 3rd January 2024 – All Trustees present unanimously agreed the meeting minutes**

3. **Matters Arising**

- Clare Tewson has formally resigned from being a Trustee. We thank Claire for her support.
- **Jonhathan Van-Tam** – Talk went really well, however highlighted a few issues for future guest speakers.
 - Noise from the radiators. Look to replace with infrared radiators.
 - Not enough chairs – 40 additional chairs required for maximum seating capacity.
 - Sound System (microphone and speakers) – Needs upgrading.
 - Projector – Needs upgrading.
 - Parking – limited spaces when overlaps with regular user group. Need to improve management.

We are on the booking system for live and local and are seeing an increase in bookings for presentation, awards, meetings.

4. **Finance/Procurement**

- Current balances – Current account £1,508.59, Savings account £19,847, Bonds account £301.
- New bank account – All correct documentation has been received by Barclays, await update once account entity had been updated, hopefully retaining our current account details.
- Charity Commission – 2022,2023 accounts were submitted in January, later than usual due to the charity commission making changes to their platform.
- 2023,2024 accounts require auditing – All Trustees agreed to approach Jill Skelly again.

5. **Governance**

No changes required to the Free usage policy, Key policy will need to include new barrier padlock details.

6. **Maintenance Update**

- Velux Windows have been serviced and all ok, lots of debris found which was preventing the windows closing properly. Solar operated blinds have been ordered and will be fitted in October when the heaters are serviced as the scissor lift will be required.
- Wifi – Updated and moved to Vodafone. Booster is required to reach main hall but fine in the Jubilee room. There is one live ethernet port in the Jubilee room, two in the kitchen, two on the stage and two in the office.
- 6 x Emergency exit lights to be replaced, once they have been changed to LED bulbs, a review of the emergency exit lighting will be carried out as this may resolve the lack of light issue.
- Faulty lights in main hall have been replaced.
- Decorating in main hall has been completed and £30 under original quote.
- Quote to re-paint pillars outside front door is £40. All Trustees agreed to proceed.
- Stage carpet quote was £400, second quote received from Wheatcroft's at £244 + vat. The stage may require additional adhesive which is £50. All Trustees agreed to go ahead with the quote from Wheatcroft's for the 21st March.
- Legionella Risk Assessment due in June 2024. Showers have been removed in the ladies and men's changing room. Risk assessment can now be carried out. Gadian have quoted £415, Derry's £437. All Trustees voted to keep it local and use Derry's.
- Eye wash in first aid kit to be replaced.

7. Car Park

- New security barrier has been installed, all went well, Top will open to allow for larger vehicles. Both top and lower padlocks will be the same come. All regular users have been notified. 12-month warranty has been activated.
- White lining can now go ahead, template will be required.
- Lottery funds will be used for new flower bulbs, plants, and shrubs at the front of the building and to help with the Millennium Garden.

- **Booking Updates:**

- **Casual users:**

33 enquires since the last meeting.

19 new confirmed bookings.

- **Regular users:**

U3A Kurling group have increased to two session per month,

U3A Sewing group would like one afternoon per week (day TBC).

CB Vitality will be on Maternity leave between March to September.

Hungarian Vizler dog show group have booked for November.

CKSD have cancelled October's date.

Cook Stars quired the wattage in the hall for the use of portable stoves.

Polling station have provisionally booked 2nd May. Regular users have been notified.

8. Any Other Business

- Fire Safety Risk assessment reviewed to include new security barrier.
- Vacancies for two more Trustees.

Meeting closed at 8.00 pm.

Next Meeting – Wednesday 1st May 2024 Time 7p.m.

(Future meetings / AGM – 5th July 2024.)