

# **CODDINGTON COMMUNITY ASSOCIATION CIO TRUSTEES MEETING**

**Registered Charity Number 1192482**

**Wednesday 6<sup>th</sup> September 2023 7pm**

**To be held at Coddington Community Centre**

## **AGENDA**

- 1 Attendees and apologies
- 2 Approval of the minutes from **5<sup>th</sup> July 2023**

### **3. Matters Arising**

- Car park barrier quotes

### **4. Finance/Procurement**

- Current balances
- Grants / funding applications
- Newark and Sherwood lottery prize
- New bank account

### **5. Governance**

- Due for review are: (all renewed in Sept 2022)  
Constitution  
Personal Data Retention Schedule  
Subject Access Policy  
Fire Risk Assessment  
General risk Assessment  
Health and Safety.

### **6. Maintenance Update**

- Cathedral Hygiene contract renewal.
- DormaKaba – Main door renewal

### **7. Car Park**

- Car Park re-work
- Security

### **8. Booking Updates:**

- Casual users
- Regular users
- Community / Summer event 2024

**8. Any Other Business**

**Next Meeting – Wednesday 1<sup>st</sup> November 2023 Time 7 p.m.  
(Future meetings – 3<sup>rd</sup> January 2024, 6<sup>th</sup> March 2024)**

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