

# Coddenham

## Parish Council



**Peter Whitehouse- Parish Clerk**  
E: parishclerk.coddenham@gmail.com  
P: 07958 170628  
Correspondence: 4, Moat Farm Close,  
Ipswich, Suffolk, IP4 4AJ

11

### Minutes of the Coddenham Parish Council Community and Sports Hall Management Committee Meeting held on Monday 11<sup>th</sup> April 2016

**Present:** Deborah Mc Donnell (DM) (Chair), Cllr Donald Burton (DB), Cllr Isabel Burgess (IB) Cllr Jane Soanes (JS) and Peter Whitehouse (Clerk)

1. **Apologies** for absence were received from Cllr Richard Budden and Madge Pelling.
2. **Declarations** of Interest were received from Members of user groups:- D McDonnell (Tennis Club) and J. Soanes (Badminton Club)
3. To **CONFIRM** the Minutes of the meeting held on 29<sup>th</sup> February 2016 – **APPROVED**
4. **Adjournment** for reports from the user groups and comments from members of the public. JS advised the meeting that the Bowls Club disbanded some time ago but ex-members, who still wish to play bowls on a casual basis, have been active in preparing the Green, clearing debris, spraying to kill off the moss and cleaning the surface at no cost to the Council. They would like to resume playing in May and have stated that they are willing to pay a donation of £1.50 per head per session. Clerk asked that the players nominate one of their number to take responsibility for the collection of donations to ensure that the monies are delivered to the Council and that a receipt is issued in order to be able to report the income from this activity through the accounts. JS agreed to act as the collector.  
JS requested that the Clerk write to Eastwood Tree Services thanking them for their donation of tree bark chippings to mulch the flower beds around the Hall.
5. **Action points** from meeting on 29<sup>th</sup> February 2016  
Football Club: Clerk reported that representatives of the CFC had attended Parish Council to propose the erection of pitch-side barriers and advertisement boards. Council had DEFERRED a decision until the May Council meeting with an interim report to the Annual Parish Meeting to gauge opinions.  
New Telephone/Broadband provider. Clerk reported that this was an outstanding issue to be actioned.  
Tennis Bookings and Payments. DM reported that the Tennis Club was experiencing some changes in membership and that future agreements for the use of the Courts would be subject to discussions in the autumn. There is a general feeling that the Parish Council may need to explore different ways to manage the Tennis Courts. DM was asked to discuss future arrangements with the Tennis Coach and report outcomes.  
Cash Payments. Clerk reported that the 'Badminton2' group has signed a 3 month contract and now pays in advance by BACS transfer. This means that there are no regular payments being made in cash. Only 'donations' from playing court users, which are untraceable and not subject to any audit scrutiny, are likely to be placed in the shute for later collection.  
Keys Register. Clerk has started to collect data on holders of keys. There is a concern that, historically, a number of keys have been issued to individuals who are no longer traceable. Members of Committee advised Clerk of persons known to have keys.  
Table of Hire Fees. The Parish Council referred the table of fees back to the Hall Committee for amendment to reflect the fact that certain fees are for hire of items off-site. Additionally, the hire of the kitchen was discussed and a fee set at £20 plus vat per day. Weekend hire may be restricted subject to other bookings. Keys to be returned at the end of each hire period.

# Coddenham

## Parish Council



**Peter Whitehouse- Parish Clerk**  
E: parishclerk.coddenham@gmail.com  
P: 07958 170628  
Correspondence: 4, Moat Farm Close,  
Ipswich, Suffolk, IP4 4AJ

12

DPS disapplication. Committee discussed the details of the application and agreed that the proper applicant would be the Parish Council and not the Hall Committee. Clerk to completed application for agreement and signature at May Council.

6. **Finance Report.** Reports provided and noted.

7. **Booking Clerk report.** Report provided and noted. Committee requested that future report give more details with regard to Single Bookings, e.g. whether a party is for toddlers, adults, work groups, etc., and that the report is anonymised before publication. Bookings for Summer Ball and Referendum to be added to the report.

Clerk was asked to consult with JH on use of Village Facebook page, and with RB regarding list of repairs to the Hall.

Clerk reported that he and Cllr Lock had fitted and removed the drapes for an event at the Hall and consequently considered that a pulley system might simplify the task. Committee agreed that the Clerk should purchase the pulleys and implement the system for the next booking.

Clerk was asked to write to the Youth Group with a request that they ensure the long tables are free from any residual adhesive from Sellotape or other sticky substances used during their sessions.

8. **Reports from Committee Members.** JS reported her meeting with the Trustees of the Day Foundation who had indicated that, following receipt of a priced proposal sent to the DF Trustees from a suitably qualified person, they would look favourably on an request for funding of the preparation of a Business Case, to take into account relevant Marketing and Promotion of the Hall. Clerk was asked to investigate two quotes from suitable agencies and to email these to the Trustees.

9. **Agenda items for the next meeting.**

Report on Health and Safety with regard to First Aid.  
Updated Risk Assessment for the Hall

10. **Date of next meeting** 29<sup>th</sup> June 2016