

# Coddenham

## Parish Council



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Minutes of the Coddenham Parish Council Community and Sports Hall Management Committee Meeting held on Monday 5<sup>th</sup> January 2015 N.B. Item numbering varies from published agenda)

**Present:** Deborah Mc Donnell (DM) (Chair & minutes), Cllr Donald Burton (from 7.45pm), Cllr Jane Soanes (JS) Cllr Richard Budden (RB) Madge Pelling (MP)

**Apologies** – Sophie Albrow (Bookings Clerk)

1. Declarations of interest – DM - chair of Tennis Club, JS - Badminton Club, DM explained the requirement for non PC members to make declarations if interest - both DM & MP agreed to this requirement.
2. To confirm the minutes of the meeting held on 3rd September 2014 - AGREED by all present at the meeting
3. Action points from meeting on 6th February 2014.

Two fire extinguishers have not been checked (boiler house & small meeting room) DL to book.  
JS has found an electrician to carry out PAT testing and will arrange a date. Youth Club and toddlers will be asked to pay for checks on their equipment. (DM)

4. Reports from user groups - none received.

*Item 8 moved with agreement of Chair.*

8. Creative Arts East - it was agreed to try to book Norwich Puppet Theatre (DM) and to try to book The Keeper's Daughter for Christmas (DM). We would also like to book Body and Soul for a jazz evening with catering by Matt Philips (DM)

#### 5 Finance report.

Income/expenditure reports, with budget comparisons and bank balances were provided, as attached.  
Following discussion of the income/expenditure spreadsheets it was noted that the boiler service is outstanding - DL to check and book if required.

It was agreed to increase the charge for weddings to £170 and for adult parties to £30 per hour. Inflationary increases will be applied to groups with agreements.  
JS, MP and RB will research hire charges at other local venues with a view to further reviewing our pricing structure.

#### 6. Building issues.

Ongoing maintenance list updated.

Reorganisation of storage discussed - budget implications - £800 chair storage, £1500 - floor resurfacing (RB to obtain quotes), redecoration of small meeting room ?£300, refixing ceiling panels in hall - £100, car park lighting - quote required (RB), car park resurfacing - £7000. Baby change unit - DM suggested that Toddler group ask Gardemau charity to fund - MP to action  
The drapes need cleaning - try to shake/hover?

7. Report from The Booking Clerk - Zoe (Pilates) will no longer be hiring the Hall as she has new premises for her classes

#### 9 A.O.B - MP will promote the Hall on the Venues for hire website

- an outdoor working party will take place on Saturday 21st March at 9.30am. DM to advertise in 6VN. Mulch required - DL to contact Eastwood Trees - DB will collect in his trailer.
- it was agreed that the front doors should be cleaned by the window cleaner monthly and the interior windows should be cleaned annually

It was agreed that a Hall email address - [coddenhmavillagehall@gmail.com](mailto:coddenhmavillagehall@gmail.com) (already set up by RB) would become live and would be used for contacting the bookings clerk, (in addition to the existing contact details) and as an additional point of contact for interested parties.

#### 10 Date of next meeting - **Wednesday 18th March 2015**