

# Coddenham

## Parish Council



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### Minutes of the Coddenham Parish Council Community and Sports Hall Management Committee Meeting held on Wednesday 24<sup>th</sup> June 2015

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

**1. Apologies** – none received.

**2. Declarations of interest** – DM - chair of Tennis Club, JS - Badminton Club. MP and Dm still need to complete declarations of interest. **ACTION DM & MP**

**3.** To confirm the minutes of the meeting held on 23<sup>rd</sup> March 2015 - AGREED by all present at the meeting .

**4. Reports from user groups** – Coddenham Athletic - queried provision of goalposts – Parish Clerk to draft a letter to Kenny Copeland saying that removal of the posts will be considered to be criminal damage- **ACTION - DM & DB to approve. DM to find address.**

Tennis Club – notice on gate re play and pay to be replaced with a temporary notice and a sign saying no wheeled activities to take place to be put on the gate also on the bowls green gate. Permanent signs to be ordered by Parish Clerk (Whitehouse Signs?) **ACTION DL**

The courts will need to be resprayed next year – quotes to be obtained.

**5. Action points from meeting on 23<sup>rd</sup> March 2015.**

Web address to be changed on publicity leaflets – RB to order sticky labels.

SA to provide a detailed breakdown of income each month. **ACTION IB to discuss with SA**

New booking form & terms and conditions should be on the website. **ACTION IB**

SA will need to check the gas canisters regularly now that Matt is using the kitchen. DB & RB to check on Saturday.

**6. Finance report.**

The Hall budget was accepted by the PC. Income from the jazz night – the hall was hired by DM & JS free of charge and proceeds were contributed to the hall committee, VAT should not therefore apply.

The committee authorised payment of the window cleaning bill.

**7. Building issues.**

Hall floor – quotes received for revarnishing or scrub & seal. Committee to consider information from RB but authority to scrub and seal was given if that is the preferred option.

Health & safety issues have been raised regarding table 7 chair storage – photographs are needed to show how they should be stored. SA to check the stage doors are running prior to events.

Kitchen equipment has been audited – it was agreed to top up everything to 130. **ACTION JS**

Tennis court net weight is dragging and wearing a groove **ACTION DM to ask Martin Orton for solution.**

Quotes to be obtained for new cleaning cupboard & shelving for the Toddler cupboard. **ACTION RB**

RB provided updated jobs list. NB he will not be available for several weeks – DM to hold master set of keys.

**8. Report from the Booking Clerk** – none received.

**9.** No reports from committee members or agenda items for the next meeting. (see below c/fwd from last agenda)

**10. All club agreements and safeguarding policies to be reviewed at the next meeting. NB**

**11. AOB** – DB requested the committee's opinion on the proposed change of use & community asset application for the Dukes Head. The committee felt if the pub was reopened its business would not be competition for the Hall.

**12. Date of next meeting** – Wednesday 23<sup>rd</sup> September at 7.30pm