

Minutes - CCA ordinary meeting, 28th May 2025 at CT Centre, after AGM

- 1. Present:**
- | | |
|-----------|---|
| trustees | MJ Broadhurst |
| | Linda Crouch |
| | Mark Crouch |
| | Elizabeth Devon |
| | Martin Devon |
| | Maggie Read |
| | Joanne Taylor |
| visitors: | Angela Hallam-Baker, clerk to Cornhill Parish Council |

2. Minutes of meeting of 18th February and the extra meeting of **March 4th 2025**

These minutes had been circulated before the meeting and were agreed.

3. Matters arising from these minutes if not already on this agenda

from February 18th meeting:

Item 3 – a secure key box has been fitted adjacent to the electrical cupboard door. A set of keys will be kept in there and the combination for the box will be known by Maggie and Martin.

Item 5 - External decoration – Mark agreed to complete the decoration in the boiler room area, as this is now seen by visitors to unit 1. *(However, he subsequently resigned as a trustee)*

Extraordinary trustees meeting, March 4th

Item 2a - Risk assessment: Mark offered to produce the necessary documents and ask the tenants for their risk assessments. This still needs to happen. Elizabeth will contact all the tenants about this.

Item 2b - Fire risk assessment:

(i) The problem of the front door not always being open when tenants are in the building was raised. The three tenant/trustees reported that since everyone had been alerted to the reasons for this, the door has remained unlocked. We must regularly check this though, especially in the winter.

(ii) Linda and Mark are very worried about the risks posed by both the gin distillery and the pottery kiln. The trustees will endeavour to make sure everything is as safe as possible. Linda said that linked smoke alarms should be fitted into every unit, at the highest points. This will be given consideration as soon as possible.

Linda also raised doubt over Josie's kiln being located in the outer room. If anything happened, anyone in the inner room could be trapped. Elizabeth will speak to Josie about this and she must include means of escape (through the window) for anyone in the inner room.

(iii) Mark offered to provide some small bells for all the tenants to ring in case of fire. He did not mention this at this meeting and the provision of smoke detectors, which will be heard in all units and in the hall and entrance hall will be sufficient.

Item 2c - Electrical work at the Centre. When Mark raised this for the agenda for the extraordinary March meeting, Martin and Elizabeth assumed he was referring to work carried out by Martin, but were told it did not, but referred to some tenants carrying out their own electrical work. Mark said he would remind them that such work must be approved by the trustees before anything is done. Before the March meeting, Martin had prepared a detailed cv (referring only to his electrical expertise), stating his qualifications to do the work. This was circulated to everyone before the meeting. Everyone assumed the matter was closed.

However, we discovered at this meeting that despite Martin's professional qualifications and years of successful experience, Mark is still not convinced that Martin can legally carry out the work. Martin asked specifically what he meant. He said the boiler room cabinet door had a number of holes. Martin tried to explain that the job was unfinished, the apertures are where equipment had previously been fitted. Martin plans to cover the door with an aluminium sheet and Maggie is waiting for a new printer so she can print the new labels identifying the re-purposed switches. Unfortunately, Mark became quite angry, announced his resignation and left the meeting.

Item 3 aob – Martin mentioned moving the heating system time-switch to the hall to provide access for tenants needing heating outside normal hours. He has looked into cable routing and Archie Hammond (Josie's husband) has agreed to crawl through the loft space with the cable.

Extras -

(a) Velux window – no progress has been made with this. It only leaks when the wind and rain are coming from a particular direction. Martin suspects it has a damaged hinge but it does need attention as soon as we can arrange it. It can be accessed from the roof.

(b) Policies – Linda said she has to complete the following:-

- Financial reserves policy and procedures
- Complaint policy and procedures
- Trustees' expenses policy and procedures
- Bullying and harassment policy and procedures

Elizabeth offered to try to produce these but on looking at templates online, realised that very little applies to the Centre. Linda mentioned that we don't need a financial reserves policy and procedures until we have some financial reserves.

(c) Summer Fair – now confirmed at the Collingwood on 20th July this year.

4. Work planned

Martin reported the following

- timeswitch for boiler to be moved (as mentioned)
- retaining wall – refer to Martin's AGM report. We urgently need a builder. MJ will ask someone she knows.
- hall floor and exterior lights - unfortunately, the Community Foundation did not give us grants for these. We shall have to raise some money from somewhere else.
- finish painting.

5. Financial report – as at AGM

6. Publicity report – nothing particular to report. Maggie does as much publicity for everyone as she can. She printed and distributed the notices about the AGM in the village shop, on the noticeboard and at the Centre.

7. Health and Safety report – MJ had nothing particular to report. Maggie said that Mark ordered various safety signs, including fire exit/muster point signs but they are not yet fixed in the Centre. In discussion Maggie and MJ agreed that they would decide where the signs should be placed.

8. Tenants' report – Maggie had asked all the tenants but no-one had anything of concern at the moment. The trustees thank Maggie for all the extra work she does for the Centre.

9. aob

(i) The intruder and fire alarms are both switched off at the distribution cabinet. As mentioned before, the intruder alarm cannot be used and could be removed. The fire alarm could also be removed as both are too old for modern use.

(ii) water tank – Maggie had reported an inadequate water supply in her room. Martin said this had not been forgotten – we just need a plumber to disconnect the pipes from the tank and connect to mains. Mark and Linda had been concerned about Legionnaire's disease. Martin was aware of the problem; one of the reasons for the decision to abandon the tank and for a tap labelled 'drinking water' in the toilets area.

(iii) Maggie mentioned that weeds were growing in and around the paths and has asked the tenants to help with the weeding when they're able. Martin recommended the use of 'Pistol' which will keep paths weed free for six months.

Joanne has cleared out the large planter at the door of the Centre and replanted it. We are very grateful to her especially as this gives a visitors their first impression of the Centre.

(iv) Maggie asked if the notice board that is outside the wall to MJ's unit 2, could be used for general information. Everyone agreed – good idea.

(v) Martin mentioned the large pieces of cardboard that had been left in the area where the bins are stored. MJ very kindly offered to take these away. Thank you. *(MJ has done this.)*

(vi) Joanne suggested we hold an Open Day in the autumn when Josie's pottery is up and running. Everyone agreed that this is a very good idea.

10. Date of next meeting – August 2025. The date will be agreed nearer the time. Everyone was thanked for their input.