



Rendlesham

Parish Council

Members of the Community Centre Sub-Committee are hereby summoned to attend a meeting at 10am on Thursday 24th April 2025 in Room 11, Rendlesham Community Centre, Walnut Tree Avenue, Rendlesham Suffolk IP12 2GG for the purpose of transacting the following business set out on the agenda

THIS MEETING IS OPEN TO THE PUBLIC & MAY BE RECORDED

AGENDA

1. To receive and approve apologies for absence

2. Public Forum

There will be 15 minutes available for this session where members of the public may address the Committee, including items for discussion on the agenda. A maximum of 3 minutes per speaker will be permitted

3. Declarations of Interest

To note the nature and type of declarations of interest in accordance with the Council's Code of Conduct (and section 106 of the Local Government Finance Act 1992) relating to items on this agenda.

4. Minutes of the last meeting

To agree the minutes of the previous meeting as a true record of the meeting (28th March 2025)

5. Previous Actions

To receive updates on actions agreed at the last meeting and confirm any completed or outstanding items.

6. H&S including Fire

- a. Receive an update on outstanding actions
- b. To consider the **fire evacuation plan**

7. Training

Review options and confirm arrangements for **First Aid and Fire Warden training** for staff and volunteers. This includes Parish Council staff based at the Community Centre

8. Community Action Suffolk

To note the current position.

9. Electricity update

- a. To confirm appointment of a new energy supplier
- b. To consider the position of the electric vehicle charging point

10. Condition of External Areas

To consider the quotations for external areas of work

11. Financial Report

The Parish Office, Rendlesham Community Centre, Walnut Tree Avenue, Rendlesham, Suffolk, IP12 2GG

- a. To approve any payments for April
- b. To review income and expenditure

12. Hirers

- a. To receive an update on rooms 11 and 13
- b. To consider programme for regular hirer contract roll out

13. Any other business

To discuss any emergency or time-sensitive business which could not be included in the agenda

14. Exclusion of the Public and Press

To RESOLVE that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the public and press shall be excluded due to the confidential nature of the items to be discussed

15. Payroll position

To receive an update on the payroll arrangements and any staffing or contractual matters related to current employees (Caretaker and Centre Manager).