

Rendlesham Community Centre Charity Committee

Minutes of the meeting held on 28th March 2025 at 14:00, Room 11 Rendlesham Community Centre Walnut Tree Avenue Rendlesham Suffolk IP12 2GG

PRESENT	
CHAIRMAN	Councillor Mrs J Weller
COUNCILLORS	Councillor M Stevenson Councillor J Bird Councillor F Johnson
ALSO PRESENT	No other parties present

<u>013/25</u>	<u>Apologies for Absence</u> <u>RESOLVED : (unanimously)</u> to accept apologies for absence from the Councillor M Ely-Kemp
<u>014/25</u>	<u>Public Forum</u> No members of the public were present
<u>015/25</u>	<u>Declarations of Interest</u> None
<u>016/25</u>	<u>Minutes of the last meeting</u> <u>RESOLVED : (unanimously)</u> to approve previous minutes
<u>017/25</u>	<u>Previous actions</u> <u>RESOLVED : (unanimously)</u> that any actions covered in the agenda will be discussed at that point Action: 005/25 - Completed 006/25 a) Cllr D Moore will be asked to share the quotes d) Following a comment from a user that the water was too hot the temperature has been reduced. Caretaker will be asked to carry out EoL testing – an appropriate thermometer will be purchased e) Verbal confirmation has been received, awaiting written confirmation 007/25 Energy – a) It was confirmed that 10 kVa was required b) To reduce the kVa it is necessary to email UK Power c) Cllr D Moore will be asked to confirm if the information has been received from heating engineer d) This will be discussed in May meeting 008/25 a) Email established b) Complete – go live date 1 st May 010/25 Financial a) It was felt that Caretaker will be able to complete this task. Cllr M Stevenson will discuss with Caretaker

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	b) Auditor details confirmed
<u>018/25</u>	<p><u>Health & Safety, including Fire Safety</u></p> <p>The completed fire assessment document and action plan was reviewed.</p> <p><u>RESOLVED : (unanimously)</u> that the actions would be reviewed at each meeting until fully complete.</p> <p>Previous actions</p> <p>HS/1/25 - It was felt that luminescent signs would be suitable. Cllr J Weller to check Lyreco</p> <p>HS/2/25 – additional storage in room 1 to be made available once regular hire removes their items</p> <p>HS/3/25 – this will be discussed with the new clerk when they start</p> <p>HS/4/25 – Muster point sign to be purchased. Cllr J Weller to check Lyreco</p> <p>HS/5/25 – Cllr M Stevenson will discuss further with Cllr D Moore</p> <p>HS/6/25</p> <p>a) Quote to be followed up</p> <p>b) Schedule to be shared</p> <p>c) Staff have been verbally advised of evacuation plan. Drills and written plan to be progressed by May 25</p> <p>HS/7/25 Training is on the March agenda and will be progressed by May 25</p> <p><u>RESOLVED : (unanimously)</u> that the assessment would be completed quarterly</p>
<u>019/25</u>	<p><u>EVC and Energy provider</u></p> <p>The EVC is still not active. Further correspondence from Plug In Suffolk has been received and shared with the appropriate Cllrs. Although the Council, as owner, will be required to execute the deeds it is believed that the Community Centre will be responsible for all other elements.</p> <p>A quote has been received from Drax however some elements require clarification. It would appear more expensive than the British Gas but includes both the MOP, EDF, and Data controller, Stark, elements. Cllr J Weller will contract Drax with the relevant questions.</p> <p><u>RESOLVED : (unanimously)</u> that Cllr F Johnson and Cllr J Weller are delegated to decide and appoint the centre's energy provider</p>

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<p><u>020/25</u></p>	<p><u>Condition of external areas</u></p> <p>Caretaker has been tidying the outside as best as possible.</p> <p>It was noted that the lawn mower belongs to the Community Centre. It is currently kept in a locked cupboard in the garden. The key will be found and the lawn mower checked. Once fully functional this will allow the Caretaker to cut both the grass in the garden and at the front of the building</p> <p>Currently the garden has an internal fence, a hedge and a 2nd external fence which is in poor condition.</p> <p><u>RESOLVED : (unanimously)</u> to remove the external fence, make necessary repairs to the internal fence and to regularly maintain the hedge</p> <p>It was stated that the Council would like to widen the path adjacent to the Cost Cutters car park. This would require extending the paving towards the building. To do this work would be needed to remove the roots and vegetation currently in the area</p> <p><u>RESOLVED : (unanimously)</u> that these areas needed work, regardless of future decisions, and that quotes would be obtained to remove the roots.</p>
<p><u>021/25</u></p> <p><u>a)</u></p> <p><u>b)</u></p> <p><u>c)</u></p>	<p><u>Financial report</u></p> <p>It was confirmed that 2 grants, totaling, £5.5k had been received, one in 2024 and 1 in 2025. The new Manager has been tasked with drafting proposals to deliver programmes to ensure this funding does not have to be returned</p> <p><u>RESOLVED : (unanimously)</u> that all payments were approved</p> <p>Following the loss of a regular hirer the centres monthly expenditure will exceed its regular income by approximately £800 p.m. It is hoped that a proportion of this will be offset by the office payment due from the Council. The reduction in energy costs will also improve the position. However, it was recognised that hirers pay different rates, some considerably lower than others and that this should be corrected</p>

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<p><u>022/25</u></p> <p><u>a)</u></p> <p><u>b)</u></p>	<p><u>Hirer</u> <u>RESOLVED : (unanimously)</u> that new room rates need to be established and that these should be based on 4 tiers – Commercial (business/profit making), Non-Commercial (Individuals/non-profit making), Charities and Contract rates</p> <p><u>RESOLVED : (unanimously)</u> that rooms 11 and 13 must be made available for regular use. The cupboards in both rooms are to be cleared and hirers advised that their equipment, currently left out in the rooms preventing room use by other hirers, must be stored in the cupboards</p> <p><u>RESOLVED : (unanimously)</u> that all regular hirers are to be offered a contract, either on an annual or term time basis dependent on their current usage. Cllr J Weller will draft proposals on</p> <ul style="list-style-type: none"> - Room rates - Hirers contracts, including terms and conditions <p>These will be shared with the committee for approval before being issued to hirers</p>
<p><u>023/25</u></p>	<p><u>Training</u> <u>RESOLVED : (unanimously)</u> that both 1st aid and fire training is required for staff working in the building, including Parish Council staff. Options have been shared and Committee members will review these and provide their views to Cllr J Weller.</p>
<p><u>024/25</u></p>	<p><u>Equipment</u> <u>RESOLVED : (unanimously)</u> to purchase t-shirts for both the Caretaker and the Manager as well as Name badges for them and Committee members. This will present a more professional image. Cllr J Weller to discuss with staff and purchase through Lyreco</p>
<p><u>025/25</u></p>	<p><u>Policies</u> Draft Governance and EDI policies have been shared. Committee members are asked to review these and either</p> <ul style="list-style-type: none"> - provide amendments/comments or - confirm their approval of the policies
<p><u>026/25</u></p>	<p><u>AOB</u> Community Action Suffolk (CAS) As a condition of receiving the funding for the Caretaker and Manager posts the Centre must undergo a Health check with CAS. This includes H&S, funding and the drafting a 3 year plan. Cllr J Weller has had the initial meeting with CAS and a further meeting is arranged for the end of April. Updates will be provided at future meetings</p>
<p><u>027/25</u></p>	<p><u>Exclusion of the Public and Press</u> <u>RESOLVED: (unanimously)</u> that in accordance with the Public Bodies</p>

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	(Admission to Meetings) Act 1960, the public and press shall be excluded due to the confidential nature of the items to be discussed as follows 028. Staffing Matters confidential minutes appendix 1
	Signed: Chair Dated:

DRAFT FOR APPROVAL