



Rendlesham

Parish Council

Members of the Community Centre Sub-Committee are hereby summoned to attend a meeting at 2pm on Friday 28th March 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

5. Previous Actions

To receive updates on previously identified actions

6. H&S including Fire

To agree a template, actions and timescales for health and safety monitoring including fire safety.

7. Electric vehicle charging point

To receive an update on the position regarding kVA and review consider contract options to appoint a new supplier

8. Condition of external areas

To receive an update on the conditions of external areas and consider options to tidy and resolve any issues

9. Financial Report

- a. To receive any updates on current grants and funding opportunities
- b. To approve any payments for February and March
- c. Establish and review average monthly income and expenditure

10. Hirers

- a. To discussion options for rooms 11 and 13
- b. To consider the format and content of initial communication with regular hirers

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

11. Training

- a. To consider any first aid training required
- b. To consider any fire training required, including Parish Council staff

12. Equipment

To consider options to obtain tools, name badges, or uniforms required

13. Policies

To review and ratify relevant draft policies

14. Any other business

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

15. 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

16. Recruitment Update

To receive an update on the ongoing recruitment of staff