

Rendlesham Community Centre Charity Committee

Minutes of the meeting held on 24th April 2025 at 10:00, Room 11 Rendlesham Community Centre Walnut Tree Avenue Rendlesham Suffolk IP12 2GG

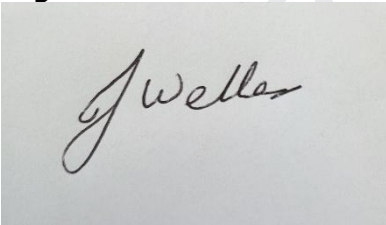
PRESENT	
CHAIRMAN	Councillor Mrs J Weller
COUNCILLORS	Councillor M Stevenson Councillor F Johnson Councillor D Moore
ALSO PRESENT	No other parties present

<u>030/25</u>	<u>Apologies for Absence</u> <u>RESOLVED : (unanimously)</u> to accept apologies for absence from Councillor M Ely-Kemp and Councillor J Bird
<u>031/25</u>	<u>Public Forum</u> No members of the public were present
<u>032/25</u>	<u>Declarations of Interest</u> None
<u>033/25</u>	<u>Minutes of the last meeting</u> <u>RESOLVED : (unanimously)</u> to approve previous minutes
<u>034/25</u>	<u>Previous actions</u> <u>RESOLVED : (unanimously)</u> that any actions covered in the agenda will be discussed at that point Action: 006/25 a) Confirmed that the break glass units are £16 each. It is believed that the Caretaker will be able to install them <u>RESOLVED : (unanimously)</u> that Cllr D Moore will arrange the purchase of the correct number of units <u>RESOLVED : (unanimously)</u> Repairable taps to be purchased for the main bathrooms and lever taps for the disabled toilet. Cllr M Stevenson will discuss with Caretaker. It was noted at a basin tool has been ordered. Cllr D Moore will look to source a selection of tools for the Caretaker <u>RESOLVED : (unanimously)</u> That the lawn mower will be taken to the shed for repair
<u>035/25</u>	<u>Health & Safety, including Fire Safety</u> Fire evacuation plan was reviewed Cllr JW to ensure fire safety requirements are included in hiring information. This will also be shared with RSC It was agreed that fire drills are not mandatory due to the number of staff

Rendlesham Community Centre Charity Committee

<u>036/25</u>	<p><u>Training</u> Legally there is no requirement for staff to be 1st aider or fire warden trained <u>RESOLVED : (unanimously)</u> Safeguarding training will be provided for CC Manager so that she can act as the lead.</p>
<u>037/25</u>	<p><u>Community Action Suffolk</u> There were several queries in relation to the CAS Healthcheck. These were discussed and agreed ready for submission to CAS</p>
<u>038/25</u>	<p><u>EVC and Energy provider</u> a) British Gas have been appointed as our new electricity provider. b) Anglia Car Charging have been contacted. They state that the only reason the charger isn't working is because we didn't pay the ongoing operational costs. An Operation and Maintenance contract will cost £378.80 per socket per annum. We could set our own rates and receive the income minus a 5% payment. <u>RESOLVED : (unanimously)</u> that Cllr J Weller will invite Richard from Anglia Car Charging to the centre to confirm our options</p>
<u>039/25</u>	<p><u>Condition of external areas</u> The Caretaker and Cllr M Stevenson will be establishing a list of items required to remove the fence. We are still awaiting a quote from Frank Mudd. Cllr F Johnson will also seek other quotes for the work required to the external areas.</p>
<u>040/25</u> <u>a)</u>	<p><u>Financial report</u> All actual payments and predicted payments, as per attached expense spreadsheet, were reviewed. <u>RESOLVED : (unanimously)</u> that all payments were approved</p>
<u>b)</u>	<p>Income and Expenditure is reviewed monthly and a balance sheet drafted to show accumulated values as well as the net profit or loss for the year to date. The grant money is also ring fenced to ensure appropriate allocation</p>

Rendlesham Community Centre Charity Committee

<p><u>041/25</u> <u>a)</u></p>	<p><u>Hirer</u> Room 11 – files to be shredded. Just42 will be invited in to discuss if they want the other items in the cupboard. However, it was felt that the room needs to almost ready before they are invited in Room 13 – Homestart soft shapes will be moved into room 1 once the remaining tables have been re-located Room 16 – agreed that files in the cupboard, along with files currently in the admin office, will be moved to Jubilee pavilion</p> <p><u>b)</u></p> <p>3 regular hirer letters have been issued, these are the ones that have the largest alterations to current terms. Other hirer letters will be rolled out over the next few weeks</p> <p><u>c)</u></p> <p>There appears to be no documented agreements between the RPC and the RCCC regarding work carried out in lieu of rent. Following discussion it was agreed that all historical amounts will effectively be 'written off' RPC to be requested to pay an appropriate rental charge, based on the costs of alternative available office space and the amounts agreed pre 2022</p>
<p><u>042/25</u></p>	<p><u>AOB</u> The auditor has raised a query regarding the centres insurance cover. Gallagher to be contacted to confirm appropriate arrangements are in place</p>
<p><u>043/25</u></p>	<p><u>Exclusion of the Public and Press</u> <u>RESOLVED: (unanimously)</u> that in accordance with the Public Bodies</p> <p>Signed:</p> <div data-bbox="336 1186 719 1409" style="text-align: center;">  </div> <p>Chair</p> <p>Dated: 23rd June</p>