

# Rendlesham Community Centre Charity Committee

Minutes of the meeting held on 23<sup>rd</sup> July 2025 at 18:00, Room 16 Rendlesham Community Centre Walnut Tree Avenue Rendlesham Suffolk IP12 2GG

<b>PRESENT</b>	
<b>CHAIRMAN</b>	Councillor Mrs J Weller
<b>COUNCILLORS</b>	Councillor M Stevenson Councillor F Johnson Councillor E Points Councillor J Oliver
<b>ALSO PRESENT</b>	Louise Rayment – Parish clerk Kirsty Morgan – Assistant clerk

<b><u>060/25</u></b>	<b><u>Apologies for Absence</u></b> <b><u>RESOLVED : (unanimously)</u></b> to accept apologies for absence from Councillor M Ely-Kemp and Councillor J Bird
<b><u>061/25</u></b>	<b><u>Public Forum</u></b> No members of the public were present
<b><u>062/25</u></b>	<b><u>Declarations of Interest</u></b> None
<b><u>063/25</u></b>	<b><u>Minutes of the last meeting</u></b> <b><u>RESOLVED : (unanimously)</u></b> to approve previous minutes
<b><u>064/25</u></b>	<b><u>Previous actions</u></b> <b><u>RESOLVED : (unanimously)</u></b> that any actions covered in the agenda will be discussed at that point Action: 006/25 a) LR to follow up on this action 017/25 LR will arrange for purchase of the EoL thermometer. Running the taps for 3 minutes once a month will be added to the caretakers tasks
<b><u>065/25</u></b>	<b><u>Health &amp; Safety, including Fire Safety</u></b> Clerk will review previous files to establish if/when testing was undertaken. If evidence cannot be traced then appropriate companies will be contacted to carry out the work  It was noted that door fobs did not correspond to users. In addition, the number of available alarm fobs and who they were currently held by needed to be established
<b><u>066/25</u></b>	<b><u>Policy</u></b> <b><u>RESOLVED : (unanimously)</u></b> To approve the Lone working policy  An amendment to the Annual leave policy was proposed to ensure leave is approved by either the Management Committee or the Clerk <b><u>RESOLVED : (unanimously)</u></b> Once amendments have been made the

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	policy will be approved
<b><u>067/25</u></b>	<p><b><u>Electricity Update</u></b></p> <p>The cost of the charger has increased to £604. However, as long as all other conditions remain the same, the committee still wish to reactivate 1 EVC charging point.</p> <p><b><u>RESOLVED : (unanimously)</u></b> For JW to contact provider, confirm conditions and arrange re-activation</p> <p>Quotes are being sort to include air conditioning in with the installation of the solar panel. The funding of these items will be requested through the monies held by ESC with the balance being funded either through grants or CIL request</p>
<b><u>064/25</u></b>	<p><b><u>Update on Internal and External areas</u></b></p> <p>a) New contractor appointed to complete external works</p> <p>b) The Caretaker and Cllr M Stevenson will be establishing a list of items required to remove the fence.</p> <p>c) MS investigating the installation of disabled access doors. The estimated cost of £10K will be taken to Full council to request the project be funded through CIL</p> <p>d) Fitting of the carpet tiles will begin Monday 28<sup>th</sup> July. MS will project manage this around existing hirers</p>
<b><u>065/25</u></b>	<p><b><u>Financial report</u></b></p> <p>All actual payments for July as well as predicted payments for August were reviewed.</p> <p><b><u>RESOLVED : (unanimously)</u></b> that all payments were approved</p> <p>The working budget was reviewed and it was noted that the Centre is in a much stronger position with YTD profits in the region of £16000</p>
<b><u>066/25</u></b>	<p><b><u>Hirers</u></b></p> <p>Just42 are expected to start the youth group on Mondays in September. There is some query as to the age ranges that will be catered for.</p> <p>The Social club will be offered an additional hours hire on Sunday to enable them to show the Womens football final</p>
	<p>Signed:</p> <p>Chair</p> <p>Dated:</p>

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