

Rendlesham Community Centre Charity Committee

Minutes of the meeting held on 23rd June 2025 at 10:00, Room 16 Rendlesham Community Centre Walnut Tree Avenue Rendlesham Suffolk IP12 2GG

PRESENT	
CHAIRMAN	Councillor Mrs J Weller
COUNCILLORS	Councillor M Stevenson Councillor J Bird Councillor E Points
ALSO PRESENT	No other parties present

<u>045/25</u>	<u>Apologies for Absence</u> <u>RESOLVED : (unanimously)</u> to accept apologies for absence from Councillor M Ely-Kemp and Councillor F Johnson
<u>046/25</u>	<u>Public Forum</u> No members of the public were present
<u>047/25</u>	<u>Declarations of Interest</u> None
<u>048/25</u>	<u>Co-option of new committee member</u> <u>RESOLVED : (unanimously)</u> Cllr J Oliver to be co-opted on to the committee
<u>049/25</u>	<u>Minutes of the last meeting</u> <u>RESOLVED : (unanimously)</u> to approve previous minutes
<u>050/25</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) Cllr MS to contact Cllr DM to source units e) Cllr JW will contact RSC for written confirmation of servicing and inspections 010/25 Taps have been purchased and work completed 017/25 Cllr MS will source EoL thermometer. Running the taps for 3 minutes once a month will be added to the caretakers tasks 020/25 Having replaced the fuel it was felt that this lawn mower did not need to go to the repair shed

Rendlesham Community Centre Charity Committee

<u>051/25</u>	<p><u>Health & Safety, including Fire Safety</u></p> <p>Fire equipment and Intruder alarm were tested/serviced during May. Cllr MS will confirm with Cllr DM that the servicing of the fire alarm took place and that the certificate will be issued.</p> <p>Following attendance at a recent conference it was proposed that RCCC and RPC staff working in the building will be offered training on the use of fire equipment such as extinguishers. It was noted that the advice is still to 'Get out and stay out' and wait for the fire brigade.</p> <p><u>RESOLVED : (unanimously)</u> that the H&S checklist will be completed quarterly until no new actions are identified. The frequency will then be reviewed. Cllr JW to send the checklist to Cllr MS to complete</p> <p>The current H&S law poster may be out of date. Cllr JW to check design and purchase if necessary</p>
<u>052/25</u>	<p><u>Policy</u></p> <p><u>RESOLVED : (unanimously)</u> To adopt the Safeguarding policy. Cllr JW to draft a simple procedure for staff to follow</p>
<u>053/25</u>	<p><u>Electricity Update</u></p> <p><u>RESOLVED : (unanimously)</u> to reactivate 1 EVC charging point. The usage of this will be reviewed and the possibility of re-activating the 2nd point or costing a fast charger will then be discussed</p>
<u>054/25</u>	<p><u>Condition of external areas</u></p> <p>It was noted that work had not been completed on the outside of the Centre. This is a Council project and the position will be confirmed with the clerk</p> <p>The Caretaker and Cllr M Stevenson will be establishing a list of items required to remove the fence.</p>
<u>055/25</u>	<p><u>Financial report</u></p> <p>All actual payments for May and June as well as predicted payments for July were reviewed.</p> <p><u>RESOLVED : (unanimously)</u> that all payments were approved</p> <p>It was noted that the Centre has its own insurance policies which were arranged directly with Hiscox and which renewed in June 2025. The information will be passed to the clerk to confirm there is no double cover with the Council</p>

Rendlesham Community Centre Charity Committee

<u>056/25</u>	<p><u>Hirer</u> Just42 are expected to start the youth group in September. Day and times to be confirmed</p> <p>Rendlesham Radio have been given permission to use room 11 either until it is required by Just42 or until the cabin is repaired, which ever comes first.</p>
<u>057/25</u>	<p><u>AOB</u> There have been complaints regarding the brightness of the lights at the front of the Centre. Glen Knights will be contacted regarding shrouds or alternatives to reduce the lux</p> <p>The extractor units in room 1 are not working. Glen Knights will be asked to quote to repair these and move the switch from behind the bar into the main room (to enable all hirers to use them) Once repaired they will need to be thoroughly cleaned before they can be used.</p>
<u>058/25</u>	<p><u>Exclusion of the Public and Press</u> RESOLVED: (unanimously) that in accordance with the Public Bodies (admission to meetings) Act 1960, the public and press be excluded due to the confidential nature of the business to be discussed</p>
	<p>Signed:</p> <p>Chair</p> <p>Dated:</p>