Minutes of the meeting held on 26th August at 19:00, Room 1 Rendlesham Community Centre Walnut Tree Avenue Rendlesham Suffolk IP12 2GG

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| **PRESENT** |  |
| **CHAIR** | Councillor Mrs J Weller |
| **COUNCILLORS** | Councillor F Johnson  Councillor E Points  Councillor J Oliver  Councillor J Bird arrived at 20:30 |
| **ALSO PRESENT** | Louise Rayment – Parish clerk |

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| **071/25** | **Apologies for Absence**  **RESOLVED : (unanimously)** to accept apologies for  absence from Councillor M Ely-Kemp and Councillor M Stevenson |
| **072/25** | **Public Forum**  No members of the public were present |
| **073/25** | **Declarations of Interest**  None |
| **074/25** | **Minutes of the last meeting**  **RESOLVED : (unanimously)** to approve the previous minutes |
| **075/25** | **Previous actions**  **RESOLVED : (unanimously)** that any actions covered in the agenda will be discussed at that point  Action:  006/25   1. The testing of the fire alarms will be added to the Caretakers tasks   e) Written confirmation received  020/25  EoL thermometer has been purchased and testing discussed with caretakers  Mower does not need to be added to Melton mowers contract |
| **076/25** | **Health & Safety, including Fire Safety**  Evidence of fire alarm testing has not been located to date however one of the certificates mentions the alarm. This will be clarified with the company  Door fobs have been deactivated. |
| **077/25** | **Building works**  Emergency works have been completed. Clerk liaising with insurance company and will pass the Community Centres insurance details over so that all losses can be dealt with in one go |
| **078/25**  a)  b) | **Electricity Update**  A formal complaint will be instigated against British Gas concerning the incorrect VAT charges  **RESOLVED : (unanimously)** For JW to instigate a formal complaint  Deposit will be paid to Charger company and a timetable requested. A sign will also be purchased to advise residents not to park in the EVC bay. If this doesn’t work we will look at parking charges  **RESOLVED : (unanimously)** For a sign to be purchased. If required the purchase of a stencil and paint has also been approved. Total amount £100 |
| **079/25**  a)  b)  c)  e)  f)  g) | **Update on Internal and External areas**  External works to begin 8th September  Developers have removed the external fence, no additional work required from the centre.  LR is applying for a grant to help fund the disabled access doors.  Blackboard has been removed and will not be re-instated  Wendy house will be checked and if OK painted  **RESOLVED : (unanimously)** For paint to be purchased up to a cost of £50  New tables and chairs are expected in October  Partitions are required to hide items in room 11, effectively creating a storage space so that the room can be hired. This is particularly important whilst room 16 is unusable  **RESOLVED : (unanimously)** That appropriate partitions be purchased up to a cost of £1,000 |
| **080/25** | **Financial report**  **RESOLVED : (unanimously)** That the Parish Councils Vice Chair be added as a bank signatory  All actual payments for August as well as predicted payments for September were reviewed.  **RESOLVED : (unanimously)** that all payments were approved |
| **081/25** | **Hirers**  We have been able to move hirers around and have so far only had to cancel one - the Pop up shop. However, if room 11 is not available in September several other hirers will need to be cancelled due to returning term time hirers.  Cllr JW met with the Social club. They will be providing the required documents and will be sorting and completing an inventory of the cupboard in room 1. They will also look into amending their license to be able to open on additional days and to non-members  Just42 have yet to confirm they will be starting the youth group in September. |
| **082/25** | **Staff line management**  Due to external commitments of Cllrs and the fact that the clerk is working over 40hrs per week mainly in the Centre it is proposed that line management of the Centres staff be transferred to the clerk. This will need to be taken to full Council for approval  **RESOLVED : (unanimously)** For staff line management to be transferred to the clerk |
|  | Signed:  Chair  Dated: |