



Rendlesham Parish Council

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MINUTES

Meeting: Rendlesham Community Centre Charity Committee
Date: Tuesday 12th July 2023
Time: 7.30pm
Venue: Room 16, Rendlesham Community Centre

Members: Victoria Proctor Mike Stevenson (ex-officio);
Mike Parry; Nicki Delecamp

Present: Victoria Proctor Mike Stevenson (ex-officio);
Mike Parry; Nicki Delecamp

MINUTES

Under Standing Order No. 1. c) Meetings will last no longer than 2 hours and 1. d) If the business of the meeting has not been concluded after 2 hours a resolution will be taken to continue to conclude or defer the business in hand. In any event the meeting will last no longer than 2 hours 30 minutes.

1. To receive and accept apologies

None

2. To Appoint a Chair

Nicki Delacamp volunteered, Seconded Vic Proctor
Accepted Unanimously

3. To approve the Minutes of previous Mtg 26-April-2023

No minutes of previous meeting available due to Clerk Absence

4. Declarations of Interest

None

5. Role and Responsibilities of Caretaker

- i. Discussion focused on exactly what the role is and more significantly the effectiveness of it. View from the meeting is that the level of cleanliness is not adequate. The Committee view is we need to make the Comm Center more attractive as a venue and this aspect is a starting point. Question is does Caretaker need assistance/guidance ?? Chair to discuss with Caretaker

Action Nicki D

- ii. Committee remain unsure the arrangements initiated by previous Council in respect of "Bulk Buying" of Cleaning products and appropriate Health and Safety Arrangements (CoSHH etc) has been initiated. Vic P to discuss with previous Councillor (James Carter) as to what was previously agreed with Caretaker

Action Vic P

- iii. Also noted that the Caretaker continues to be regarded as a "Contractor" and currently invoices at below National Minimum Wage.

6. Contracts for Social Club

- i. Social Club Contract was discussed, as it is not clear to the committee what the contractual arrangements between Comm Centre and Social Club are. The only obvious contractual term that is appears visible is that the Social Club pays a regular payment to Comm Centre Bank account (sum discussed but not minuted)
- ii. Agreed to seek out Contracts within RPC system and report back to Committee
Action Mike S
- iii. Discussion over who holds the Social Club Liquor Licence and the Licence type as this is also ambiguous to Committee. This could also be discussed through Tim Wilson (ESC Councillor) as he is on Licensing Committee ate ESC. Licence arrangements to be investigated so that this Committee understands the position.

Action Nicki D

7. Room Hire Rates

- i. Agreed to investigate current room Hire rates and also charges incurred by RPC for both meetings as “discrete items” and annual charges for “Offices.
- ii. Discussion as to whether Comm Centre should charge and agreed that the current charging arrangement should remain

8. Room Hire Management Arrangements.

- i. Bookings and Room Diaries is seen to be in existence but because potential users do not always approach the Parish Council to book there is potential room for “confusion”.
- ii. Agreed to look into existing Contracts and Rates for both regular and short term bookings with a view to obtain better commercial benefits and Optimise Room Usage.

Action Mike S

9. Keys

i. Quantity and Availability

- i. Exactly what keys are available within the building and who has sets or parts sets remains unclear.
- ii. Eg Nicki D advised that there is “Cupboard” in the Social Club Garden within which there is “lawn mower” owned by RPC but used almost exclusively by Social Club.
- iii. This committee does not know who (apart from Social Club Rep) if anyone has keys for this “cupboard”.
- iv. Agreed to produce a full “Key Schedule” by discussion with all who hold “Keys”.

Action Mike S

- v. Agreed that the Key safe in Parish Clerk office is too small and equally that the Key Safe in J Park is too large for its use. Committee agreed to arrange to have these swapped over by Mike Bone as “Handyman”.

Action Mike S

ii. Control and distribution.

- i. Once a full log and identification of keys is complete a formal “Key Signing out”/ & “Stewardship” process will be initiated.

10. Locking up and Opening up

i. Alarm System New Fobs Maintenance

- i. The existing statues with the Alarm System was discussed and it was agree to contract the “Supplier/Service Contractor” to initiate Maintenance and supply of New “Fobs”.

- ii. If necessary a reset should be initiated so that the alarm can be disarmed by numeric keypads (as the Numeric code is not known to anyone at this time).
- iii. Chair noted details of Contractor from ROC office and will contact to progress.
- iv. Agreed to commit Max £300 without further referral to Committee

Action Nicki D

ii. Opening and Locking Up for Building Users

- i. This was discussed in the round along with the Caretaker's Role and also the wider "Keys" discussion (See Sec 9).
- ii. Once a more integrated Booking/Room Diary management is in place the identification of keyholders to support users will be initiated.

11. Maintenance

i. Fire Panel is known to have a defective Back Up battery.

- i. This may be a legal issue or an insurance risk and needs to be progressed.
- ii. Cllr Moore had details from service company who recharged and replaced Extinguishers in 2022.
- iii. Information and Contact details to be followed up with view to resolving this matter

Action Mike S

12. Capital Upgrades

- i. White Lines for Parking, was previously agreed to be done. Objective to also repaint Disabled bays at J Park within any work package. Investigate who carried out the previous "White Line" work in Cost Cutter car park. To be progressed with a delegated max Commitment of £500.

Action Mike S

- ii. "Signs for labelling Car Park Spaces" was also previously agreed to be done. It was suggested that the Prison/Probation Service Workshops may be able to help. Mike Parry has a potential Contact (Prison Officer) and Mike S will also discuss via Andy Ferguson (Electrician). Options to be looked at.

Action Mike Parry and Mike S

- iii. Electric Car Charging Point is currently U/SS due to Contractual issues and a failure of RPC to respond in time in with current workload. Agreed to seek support from Suffolk County Council to return to use if possible or if not to contact new Contract Supplier directly.

Action Vic P

- iv. Committee noted that at meeting in April we had quotes for Solar Panels for the Building. In light of current workload and the need to obtain grants to undertake such work this was "paused", at this time.

13. Dates of Next Meeting

- i. To be agreed in August. Chair to identify and discuss

Action Nicki D

14. Matters for the next meeting:

Meeting closed at 21:12

SIGNED

M A Stevenson

DATED

29/4/24

N Dela Camp

