



# Rendlesham Parish Council

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## MINUTE S

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

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

**Present:** Victoria Proctor Mike Stevenson (ex-officio);  
Mike Parry; Nickie 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**

Nickie 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 Nickie 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**

**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 at ESC. Licence arrangements to be investigated so that this Committee understands the position.

**Action Nickie 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 Nickie 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 Nickie 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 Nickie D**

14. **Matters for the next meeting:** Meeting closed at 21:12

**SIGNED** M A Stevenson

**DATED**



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**Internal Audit & Professional Services**  
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14<sup>th</sup> March 2023

**Independent Examiner's Report to the Trustees of Rendlesham Community Centre  
Charity for the year ended 31<sup>st</sup> December 2022**

**Register Charity No: 1125733**

Income in Year:	£26,393.00
Expenditure in Year:	£27,445.48
Capital & Reserves as at 31 <sup>st</sup> December 2022:	£21,894.69

**1. Respective responsibilities of Trustees and the Independent Examiner**

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Trustees consider that an Independent Examination is required. As the Independent Examiner, it is my responsibility to examine the accounts under Section 145 of the Charities Act 2011 and to state whether particular matters have come to my attention.

**2. Independent examiner's report for the year ended 31<sup>st</sup> December 2022**

The Governing Document (Trust Deed) is dated 9 April 2008 as amended on the 7<sup>th</sup> December 2021. The Area of Benefit is the Parish of Rendlesham in the County of Suffolk.

Its Charitable objectives are *"The property and the trust fund and its income shall be applied for the purposes of a village hall for the use of the inhabitants of the parish of rendlesham in the county of suffolk without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants."*

Transactions for both income and expenditure in the year of account were examined on a sample basis. Satisfactory documentation and records are maintained and payments are supported by appropriate paperwork. All documentation was very well presented for the Independent Examination.



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The following observations are made:

- i. The Accounts and the Trustees' Annual Report for the year ended 31<sup>st</sup> December 2021 was updated on the Charity Commission website on 13<sup>th</sup> April 2022. The Charity reporting is up to date.
- ii. Rendlesham Parish Council was appointed a Trustee on the 5<sup>th</sup> April 2022 and is one of three Trustees.
- iii. A payment dated 19/12/2022 for £46.10 to ESPO is posted in the Nominal Activity under Cleaning but shown in the Income & Expenditure Account under Premises Expenses, with no Journal Entries presented on file.
- iv. The Bank Interest of £1.52 is shown as a negative expenditure rather than an income.
- v. The Lloyds Bank Treasurers' Account was closed on 07/10/2022, and the Lloyds Bank Bus Bank Instant Account was closed on 30/09/2022.
- vi. Balance at Bank as at 31/12/2022 was:

Unity Trust Current Account	£19,059.34
Unity Trust Deposit Account	£ 233.07

### **3. Basis of independent examiner's report**

The examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **4. Independent examiner's statement**

In connection with my examination, no other matter has come to my attention which gives me reasonable cause to believe that in any material respect, the requirements to keep accounting records and to prepare accounts which accord with the accounting records have been met.

In my opinion, no attention is needed to be drawn in this report (except that referred to in section 2 above) to enable a proper understanding of the accounts to be reached.

**Dave Crimmin PSLCC**

Principle member, Society of Local Council Clerks



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**Dave Crimmin PSLCC**

Principle member, Society of Local Council Clerks



Rendlesham Community Centre Charity

Income and Expenditure Account

Year Ending 31st December 2022

	2021		2022
Sales - Facility Hire	16,603.00		26,393.00
Other Sales	10,708.00		
	<u>27,311.00</u>		<u>26,393.00</u> 2
Less: Overhead Payments			
Caretaker	0.00		0.00
Water Rates	244.89	(1)	993.96 2
Insurance/Licence	1,452.68	(1)	1,532.04 2
Electricity	6,300.81		9,717.44 2
Postage/Stationery	84.06		30.11 2
Telephone/Internet	1,253.69	(2)	1,264.25 2
Computer	0.00	(2)	10.80 2
Professional Fees	400.00	(3)	995.00 2
Accountancy	100.00	(3)	100.00 2
Premises Expenses	15,355.05	(4)	5,847.96
Premises Expenses - Refuse	-420.71	(4)	-432.96 2
Cleaning	3,953.02	(4)	6,784.04 2
Bank Charges	0.00	(5)	54.00 2
Bank Interest	-1.51	(5)	-1.52 2
Depreciation	0.00		550.36 2
	-28,721.98		-27,445.48 2
	<u><u>-1,410.98</u></u>		<u><u>-1,052.48</u></u> 2

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