

Dalton Parish Council

Minutes of the Dalton Parish Council meeting acting as Sole Trustee to Sunnyside Community Centre "The Charity". 17th April 2025

Members: K Oxley, D Pickering, S Pickering, C Malia, J Workman, K
MacKenzie, J Carrington and R Holsey

In Attendance: J Holsey (Clerk) and R Chico (Clerk)

201 To receive apologies for absence given in advance of the meeting

None

202 To consider approval of reasons given for absence

None

203 To receive any declarations of interest on items to be discussed on the agenda

None

204 To approve the minutes of the Charity Meeting held on 16th January 2025

Resolved: That the minutes were approved

205 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))

Agenda Item 10 in relation to staffing

206 To note any issues from members of the public in attendance

No members of public were in attendance

207 To receive any community matters from Trustees

None

208 To receive a verbal update from the Clerk regarding matters from previous meetings

208.1 Fire Doors

The order has been placed however the contractor advised the chosen wood colour was unavailable so this has delayed production as they are made to order doors. It was suggested by the contractor the doors are ordered plain and painted to match the rest of



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the décor at the centre. The contractor is unable to assist with the painting so this could be undertaken by the caretaker. Reduction in cost by £400.00

209 To consider financial matters and agree further action where necessary including: -

209.1 The authorisation of payment of accounts from 16th January 2025 to 26th April 2025 (distributed at the meeting)

DD/BACS	Transaction Detail	Date Paid	Amount	Payee Name
DD	Gas Bill	23/01/2025	637.73	British Gas
DD	Broadband	03/02/2025	£35.94	BT
DD	Water 27/10/24-26/1/2025	10/02/2025	£162.11	Scottish Water
DD	Electric Bill 7/1/25-5/2/25	18/02/2024	£607.71	British Gas
BACS	Gas Bill 2/1/25-1/2/25	25/02/2025	£1,396.36	British Gas
BACS	Dep Refund HH	26/02/2025	£57.50	Hirer - SF
BACS	Dep Refund HH	26/02/2025	£50.00	Hirer - GK
DD	Bank Charges	26/02/2025	£6.00	Unity Bank
DD	Annual Waste Bill	24/03/2025	£1,063.92	Biffa
DD	Broadband	03/02/2025	£35.94	BT
DD	Electric Bill 5/2/25-5/3/25	19/03/2025	£500.39	British Gas
BACS	Gas Bill 2/2/25-1/3/25	25/03/2025	£1,057.75	British Gas
BACS	Plumber	25/03/2025	£120.00	High Pressure
BACS	Accountancy Fee	25/03/2025	£280.00	VAR
BACS	Emergency Light Repair	25/03/2025	£186.90	Fireguard
BACS	Dep Refund HH	25/03/2025	£50.00	Hirer - JS
BACS	Dep Refund HH	25/03/2025	£50.00	Hirer - AS
BACS	Dep Refund HH	25/03/2025	£50.00	Hirer - LE
BACS	Hirer Overpayment	25/03/2025	£15.00	Hirer - HK
BACS	Cleaning Materials	25/03/2025	£21.00	Ace Janitorial
BACS	Cleaning Materials	25/03/2025	£247.58	Ace Janitorial
DD	Bank Charges	26/03/2025	£6.00	Unity Bank
DD	Bank Charges	30/04/2025	£6.00	Unity Bank
DD	Electric Bill 5/3/25-8/4/25	22/04/2025	£616.47	British Gas
DD	Broadband	03/04/2025	£35.94	BT
DD	Gas 2/3/25-1/4/25	25/04/2025	£665.49	British Gas
BACS	Dep Refund HH	25/04/2025	£50.00	Hirer - HK
BACS	Dep Refund HH	25/04/2025	£50.00	Hirer - ZK
BACS	Dep Refund HH	25/04/2025	£50.00	Hirer - AK
BACS	Dep Refund HH	25/04/2025	£15.00	Hirer - AN
BACS	Urinal Blockage	25/04/2025	£302.40	High Pressure
BACS	Broken Window	25/04/2025	£252.00	Rotherham Glass



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209.2 Bank Reconciliation for 30th December 2024, 31st January 2025 and 28th February 2025 to be checked against the bank statements at the meeting (information distributed at the meeting)

Resolved: - That the Bank reconciliations were received, and the bank statements checked and signed.

209.3 Confirmation of payments schedules from 1st December 2024 – 28th February 2025

Resolved:- that the payment schedules were received

209.4 Confirmation of receipts schedules from 1st December 2024 – 28th February 2025

Resolved:- The receipt schedules were received

209.5 To review any outstanding invoices and take further action where necessary – information to be provided at the meeting

None of concern

209.6 To review income and expenditure to February 2025

Income and expenditure information was distributed as an appendices with the agenda papers. Income £11,406.00, expenditure £11,357.00 Net Surplus £49.00

209.7 To note emergency spend at the centre in relation to:-

209.7.1 Broken Window

Broken window had been reported by caretakers. Replacement glass unit fitted cost £252.00

209.7.2 Blocked Urinals

Drains have been jetted and checked with a camera paid for by the parish council, £114.00 and £432.00 respectively. The jetting company required the urinals to be removed from the walls which incurred further cost of £302.40 met by the charity. Total cost £848.40.

210 To consider and discuss report for restoring the floor and take further action where necessary

A report had been prepared for council in relation to the floor at Sunnyside Community Centre and Dalton Parish Hall. It is over 3years since the floors have been restored and are in need of repair.

Two quotes had been obtained in line with financial regulations.

Resolved:- to proceed with Quote 1 for £2482.00

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- 211 To consider, discuss and agree further action where necessary, regarding staffing matters including:-

211.1 Sickness

Members were updated regarding present sickness

211.2 Relief Caretaking

Members were updated regarding the present cover for the centre and the preferred candidate able to offer cover.

Resolved:- that a 3 month contract is offered to the preferred candidate starting 21st April 2025 to be reviewed at the July Finance and Employment meeting

- 212 To note donation to the Charity

Members were advised that a donation of £555.00 had been received.

Resolution:- that a thank you card is sent to the donor

- 213 To consider and discuss allowing a user group to have a set of keys to the building to assist with opening and closing the building

Resolved:- that the Clerk checks with the insurance company whether this is permitted and advise members at the next Charity meeting

- 214 To note an accident at the centre and action taken and consider and discuss any other measures regarding stage safety at the centre and take further action where necessary

Members were informed that a hall user has had an accident at the centre. The insurance company were notified immediately, however it was classed as a "non notifiable" event as the hirer was not injured. The clerk advised signage has been erected in two places on the stage advising the stage is used at the owners risk and the Charity accepts no liability for any accidents.

The Clerk advised a few years ago a request was received from a user group requesting a handrail is installed to assist access to the stage for their group. A joiner attended site and advised the steps are too narrow to facilitate installation of a handrail as it would narrow the steps down even further, which may cause more safety issues for users.

The Trustees gave consideration to purchase some alternative steps built from metal however felt this may entice more users on the stage, potentially leading to further issues.

Resolved:- to amend the booking forms to include a clause regarding use of the stage is at hirers own risk and that all regular hirers are also notified



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- 215 To notify the Parish Clerk for any matters for inclusion on a future agenda

Members advised to contact the clerk with any items for a future agenda

- 216 To note the date of the next Charity Meeting: -

17th July 2025 at 6.00pm, prior to the ordinary meeting

The meeting was closed at 18.46pm

Chairperson.......... Date 17th July 2025

