

Dalton Parish Council

Minutes of the Dalton Parish Council meeting acting as Sole Trustee to Sunnyside Community Centre “The Charity”. 17th October 2024

Members: K Oxley, D Pickering, S Pickering, C Malia, R Fox, C Barron, K McKenzie and R Holsey

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

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

Cllrs J Workman, J Carrington and P Botham

180 To consider approval of reasons given for absence

Resolved:- that apologies are approved

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

None

182 To approve the minutes of the Charity Meeting held on 18th July 2024

Resolved: That the minutes were approved

183 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))

None

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

No members of public were in attendance

185 To receive any community matters from Trustees

None

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

186.1 Wi-Fi

Fully installed and working

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186.2 Internal Controls

Undertaken by Cllrs Botham and Mackenzie

186.3 Air Conditioning

Fully installed and operational

186.4 Microwave

New microwave purchased for Dalton parish hall with the old microwave moved to Sunnyside Community Centre

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

187.1 The authorisation of payment of accounts from 19th July 2024 to 17th October 2024 (to be distributed at the meeting)

DD	Water 25/4-24/7	08/08/2024	£176.46	Scottish Water
DD	Electric 2/7-6/8	20/08/2024	£696.54	British Gas
	Emergency Light			
BACS	Service	23/08/2024	£105.00	Fireguard
BACS	Deposit Refund HH 3/8	23/08/2024	£50.00	Hirer
DD	Gas 2/7-1/8	27/08/2024	£59.06	British Gas
DD	Electric 6/8-2/9	16/09/2024	£525.03	British Gas
DD	Gas	23/09/2024	£27.32	British Gas
	Emergency Light			
BACS	Repairs	26/09/2024	£262.20	Fireguard Limited
	Hall Dep Refund HH			
BACS	14/9	26/09/2024	£50.00	Hirer
	Removal of Water			
BACS	Boiler	26/09/2024	£130.00	High Pressure Plumbing
BACS	Premises License	26/09/2024	£180.00	RMBC
DD	Bank Charges	30/09/2024	£18.00	Unity Trust Bank
DD	Broadband	08/10/2024	£35.94	BT
DD	Bank Charges	31/10/2024	£5.40	Unity Trust Bank
BACS	Hot Water Investigation	24/10/2024	£60.00	High Pressure Plumbing
BACS	Fire Door Service	24/10/2024	£120.00	RPMManufacturing
DD	Electric 2/9-2/10	16/10/2024	£577.72	British Gas
	6 Monthly Fire Alarm			
BACS	Test	24/10/2024	£144.00	Mint Security
BACS	Dep Refund HH 12/10	24/10/2024	£50.00	Hirer
BACS	Dep Refund HH 21/9	24/10/2024	£50.00	Hirer
BACS	Dep Refund HH 05/10	24/10/2024	£50.00	Hirer

187.2 Bank Reconciliation for 30th June 2024, 31st July 2024, 31st August 2024 to be checked against the bank statements at the meeting (information distributed at the meeting)

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

187.3 Confirmation of payments schedules from 1st June 2024- 31st August 2024

Resolved:- That the payment schedules were received

187.4 Confirmation of receipts schedules from 1st June 2024- 31st August 2024

Resolved:- The receipt schedules were received

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

Members were advised no invoices were of concern

187.6 To consider recommendation from Sunnyside Community Centre Committee to appoint contractor for fire stopping works

A report had been distributed to councillors with the agenda papers.

Resolved:- that the parish council proceed with the recommendation of Sunnyside Committee re these works.

187.7 To consider recommendation from Sunnyside Community Centre Committee to appoint contractor for sanitary services

Resolved:- that the parish council proceed with the recommendation of Sunnyside Committee

187.8 To consider an appoint contractor for replacement of two sets of internal double doors to fire doors, replace external fire door and install slow closers on new door

Members were provided with a report prior to the meeting detailing 3 quotations in line with financial regulations. Discussion took place regarding the quotations and the different certifications available with fire doors.

Resolved:- To proceed with quotation 1, which are FIRAS Certified Doors, subject to the price following full survey not increasing by more than 2.5% of estimate provided of £5795.00

187.9 To consider and discuss chairs at the centre, take further action where necessary

The clerk advised that she had approached a local upholsterer and been advised that the cost to recover the chairs were £65.00 each. The cost to purchase new wipeable chairs is £43.00 each (a discount may be able to be negotiated for the quantity required).

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Resolved: that an awards for all grant is applied for to cover the cost of the chairs, new tables and any other requirements for the centre

187.10 To consider statement re Charity to be include in the annual accounts

Members had received a copy of the proposed statement to be included in the latest accounts as an appendix with the agenda papers.

Resolved:- that the proposed statement included below is accepted and sent to the auditor for inclusion in the accounts.

The community centre continues to be used on a weekly basis by a wide variety of community groups and ad hoc weekend hire as a party venue. There has been a noticeable increase in the income from bookings during the financial year compared to the previous year mainly due to charging all hirers the same hourly rate and securing additional bookings at the centre. That said, one of the regular hirers has cancelled their booking as they have sourced their own building. The loss of income will be reflected in the next financial year. The trustees are in the process of advertising the centre to try and secure further bookings to increase the income at the centre.

The full impact of increased gas and electricity costs at the centre is now evident. The total expenditure on gas and electricity during this financial year is £13,461.00. This has been offset by the increase in income.

Dalton Parish Council has a provision within its budget to allocate the charity £10,000.00 grant per annum should the Charity require the funding.

Additionally, the parish council made significant financial investment in the centre during its last financial year, which runs April 2023- March 2024 and has provided a grant in kind for the sum of £39,750.80 for the following: -

Repairs and Maintenance: - £5,870.00
Fixture and Fittings (Bar Upgrade): - £14,495.00
Fire Checks £300.00
Salaries £19,085.80

Part of the improvements at the community centre has been the bar upgrade, which has been welcomed by hirers.

To summarise, the parish council continues to upgrade the centre, and this financial year has provided total funding of £39,750.80.

Lastly, the parish council is running all the holiday clubs from the centre to assist families in the parish with activities in the some of the school holidays. Weekly seated exercise for over 65's is taking place at the centre also. The holiday club and seated exercise classes are free for residents living within the parish.

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188 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

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

16th January 2025 at 6.00pm, prior to the ordinary meeting

The meeting was closed at 18.40pm

Chairperson

A handwritten signature in black ink that reads "K Oxley". The signature is written in a cursive style with a large, stylized 'K' and 'O'.

Date 16th January 2025