



DALTON PARISH COUNCIL ACTING AS SOLE TRUSTEE TO SUNNYSIDE COMMUNITY CENTRE “THE CHARITY” (REGISTERED CHARITY 523569.)

Dalton Parish Hall,
Doncaster Road,
Dalton,
Rotherham.
S65 3ET

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5th October 2023

Dear Councillors,

You are hereby summoned to attend the **Ordinary meeting of Dalton Parish Council acting as Sole Trustee to the Charity Sunnyside Community Centre**, known as “The Charity”, to be held at Dalton Parish Hall on **Thursday 12th October 2023 at 6.00 p.m.** for the purpose of transacting the following business:

J Holsey

Joanne Holsey
Clerk to the Charity and Dalton Parish Council

AGENDA

Enclosure:

1. To receive apologies for absence given in advance of the meeting
2. To consider approval of reasons given for absence
3. To note any declarations of interest on items to be discussed at this meeting
4. To approve the minutes of the Charity Meeting held on 20th July 2023 **(A)**
5. 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))
6. To note any issues from members of the public in attendance
7. To receive any community matters from Trustees



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8. To receive a verbal update from the Clerk regarding matters from previous meeting
9. To consider annual Fire Risk Assessment and take further action if necessary **(B)**
10. To consider financial matters and agree further action where necessary including: -
 - 10.1 The authorisation of payment of accounts from 20th July 2023 to 12th October 2023 (to be distributed at the meeting)
 - 10.2 Bank Reconciliation for 30th June 2023, 31st July 2023 to be checked against the bank statements at the meeting (information distributed at the meeting)
 - 10.3 Confirmation of payments schedules from 1st June 2023- 31st July 2023 **(C)**
 - 10.4 Confirmation of receipts schedules from 1st June 2023- 31st July 2023 **(D)**
 - 10.5 To review any outstanding invoices and take further action where necessary – information to be provided at the meeting
 - 10.6 To consider Trustee report to form part of 2023 accounts and take further action where necessary **(E)**
 - 10.7 To consider a half price let (6 1/2 hours) for a charity fundraiser for Sunnyside Supplies and Homeless in Rotherham
 - 10.8 To consider fencing prices at the centre - 2 quotes obtained as per financial regulations
 - 10.9 To consider pricing for car park markings – 2 quotes obtained as per financial regulations
 - 10.10 To consider request from a user group for:-
 - 10.10.1 Current Fire Risk Assessment
 - 10.10.2 Health and Safety Policy
 - 10.10.3 Enquiring whether the venue registered with the local health and safety enforcement agency or Local Authority?
 - 10.11 To consider storage uses and costs at the centre and take further action where necessary
11. To notify Parish Clerk for any matters for inclusion on a future agenda
12. To note the date of the next Charity Meeting: -

18th January 2024

PUBLIC NOTICE

PARISHIONERS ARE ENCOURAGED TO ATTEND MEETINGS OF THE PARISH COUNCIL AND ARE PERMITTED PARTICIPATION IN ITEM “To note any issues from members of the public



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**in attendance,” BUT NOT IN THE DECISIONS ON OTHER AGENDA ITEMS, SPEAKING ONLY
WHEN SPECIFICALLY INVITED TO DO SO BY THE CHAIRPERSON**