

## Cheddleton Parish Council

### MINUTES OF THE COMMUNITY/CRAFT CENTRE MANAGEMENT COMMITTEE MEETING HELD VIA ZOOM ON TUESDAY, 22<sup>ND</sup> SEPTEMBER 2020

**ATTENDANCE** Chairman - Councillor - Mrs. D.A. Hartley.

Councillors - M.T. Bowen, I. Dakin, H.R. Jennings, S. Scalise.

Also in attendance – Mrs K St Leger, Interim Clerk

- 1 **APOLOGIES** - Apologies for absence were received from: - Councillor – H.J. Tunna, it was resolved to accept these.
- 2 **DECLARATIONS OF INTEREST** – There were no declarations of Interest.
- 3 **MEMBERS’ SEC. 33 DISPENSATION REQUESTS** – There were no written requests for dispensation.
- 4 **MINUTES** - The minutes of the meeting of the 28<sup>th</sup> January 2020, taken as read, were confirmed as a true and accurate record.
- 5 **MATTERS ARISING** - No matters were raised.
- 6 **COMMUNITY CENTRE UPDATE** – Cllr Dakin advised changes in the Law regarding COVID-19 restrictions came in today. It was noted the Yoga teacher provided proof that she was working to her Professional Guidelines and everything was under control.
  - a. **FIRE SAFETY RISK ASSESSMENT** – Cllr Dakin confirmed one item is still outstanding – the 6 month servicing of the fire panel, the contractor has not come back with the relevant quotation, it was resolved to contact another organisation and request another engineer to provide a quotation. The works will not be approved until a price has been submitted and approved.
  - b. **BROADBAND PROVISION** – It was resolved not to provide broadband for the Community Centre.
  - c. **BEAUTY ROOM INVOICE** – The Clerk has invoiced the Beauty Room; however, it was not clear if monies had been received.
  - d. **CRECHE TENANCY AGREEMENT / ADVERTISEMENT** – The Clerk provided a draft tenancy agreement; however, this was deemed too legalese. To put the Parish Council on a formal footing it was resolved that the Cllrs would go through the agreement and select the items for inclusion, these to be submitted to a Solicitor to put into plain English, this to be accompanied with copies of the existing agreements for sitting tenants to ensure a new agreement can be issued to replace these. It was envisaged the legal fee would be in the region of £200.

Prior to issuing an advertisement, Cllr Bowen agreed to measure the rooms and check to determine whether there is independent service provision for gas / electric. It was noted as the toilets are tailored to meet the requirements of children; this would restrict the usage to a crèche or nursery. The monthly rental charge to be determined.
- 7 **CRAFT CENTRE – OLD POTTER ROOM UPDATE**
  - a. **TEA ROOM INVOICE** – The Clerk has invoiced the Tea Rooms; however, it was not clear if monies had been received.

- b. **MAINTENANCE ISSUES** – It was noted the Parish Council had previously assisted the Tea Rooms with undertaking works as a gesture of good will, however a formal agreement is now required to ensure general wear and tear is undertaken by the Tea Rooms and only structural issues carried out by the Parish Council. This is to be included in the new tenancy agreement.
- c. **WASTE BIN** – The Clerk has been in liaison with Environmental Services at the Moorlands District Council. They are running a 4-week feasibility study in the area to determine if a bin adjacent to the Tea Rooms is required.
- d. **REFURBISHMENT WORKS** - It was resolved to suspend Standing Orders and approve a budget of £500 to procure the services of a building inspector to make the necessary recommendations for the Old Pottery Room. Cllr Scalise will make the necessary arrangements.
- e. **USAGE** – It was determined the Old Pottery Room would be used by the Parish Council as their Chamber. The refurbishment works and Building Inspector recommendations to reflect this, including wheelchair access and fire escape routes. The Clerk to be contacted to determine if provision of an office is required, and whether this was within the Council Chamber or a separate facility. Broadband will be required, Clerk to submit 3 quotations for consideration. Until the Clerk has determined her preferred office location, the provision of a dedicated phone will be put on hold. Due to COVID-19 restrictions, there was no urgency in ordering the broadband until the refurbishment works were complete.