

Cheddleton Parish Council

**MINUTES OF THE COMMUNITY/CRAFT CENTRE MANAGEMENT COMMITTEE
HELD IN CHEDDLETON COMMUNITY CENTRE, HOLLOW LANE, CHEDDLETON
ON TUESDAY, 30th. JULY 2024**

ATTENDANCE Councillor - M. Ahmad (Chaired).

Councillor - Mrs. V.B. Cornes, M.F. Cunningham Miss. S.J. Rogers, T.G. Williamson and M.P. Worthington.

Member - Mrs. C. Beardmore

Clerk - Mrs. L. J. Green.

1. **APOLOGIES** - As both the Chair & Vice-Chair were not in attendance Councillor Ahmad was proposed to chair the meeting by Councillor Cunningham and agreed by members. Apologies were received from Councillor O.C. Pointon, and Miss. V.L. Salt, it was resolved to accept these.
2. **MINUTES OF THE MEETING OF 9th. JANUARY 2024** - It was resolved to accept these as a true record and signed by the Chairman.
3. **MATTERS ARISING THEREFROM:** -
Re. Min. 42. Update Installation of Internet - Craft Centre - Councillor Miss. Rogers asked if Leek Radio have installed the internet yet as they requested.
Re. Min. 44. Forward Agenda Items - Councillor Miss. Rogers asked could the meeting of the Footpaths & Countryside/Cheddleton Playing Field Committee on the same day as this Committee going forward. This can be looked at.
4. **CORRESPONDENCE:** - No Correspondence.
5. **REVIEW OF SAFEGUARDING POLICIES - COMMUNITY CENTRE** - The Clerk reported that Councillor Mrs. Lovatt was a lead on the policy but is no longer a member of this committee and her certificate has lapsed. It was agreed to train two members being Councillor Miss. Rogers and Councillor Mrs. Cornes at a cost of £50 each and keep Councillor Worthington as a lead. We then have a back up person qualified.
6. **UPDATE FIRE RISK ASSESSMENT - COMMUNITY CENTRE** - The Clerk reported that all issues raised from the report has been updated including fire extinguishers, fire alarm, PAT Testing etc, and now included in the plan for the Caretaker to regularly test for Legionella as well as Fire Alarm. If any contractors work onsite, they must complete a form for their own risk assessment There is a new evacuation plan and just waiting for some signs to come to let hirers know what to do in case of a fire alarm and where to assemble. Also included is the safeguarding policy for hirers to be made aware of by the caretaker. The Fixed wire testing is due next year and emergency lighting and PAT Testing annually. First Aid kits have been ordered.

7. **UPDATE ON IMPROVEMENTS - COMMUNITY CENTRE** - The Clerk reported that the kitchen improvements have been done. The window and door on the old boiler room and just the other boiler room window. Facia on the side of the Community Centre needs to be painted and the handyman will speak to caretaker to arrange to do that job. Councillor Ahmad mentioned the oil tank which forms part of the old boiler room needs to be removed. Councillor Worthington suggested making further spaces by removing the gardens so add as a future agenda item. Councillor Miss. Rogers proposed installing the internet as most people want internet access. The Clerk reported that she had priced up the installation as part of making an office for the Clerk for £36.95 a month and set up fee of £29.95 so this was proposed by Councillor Miss. Rogers and seconded by Councillor Mrs. Cornes all agreed to attract more hirers of the Community Centre.
8. **UPDATE PROPOSAL FOR SOLAR PANELS AT COMMUNITY CENTRE** - The Clerk has contacted Support Staffordshire for assistance with grant funding now that the Planning Permission has been granted. Councillor Mrs. Cornes volunteered to help with grants and meet with Support Staffordshire. Councillor Worthington stated we could approach Moorlands Partnership Board.
9. **ANY URGENT WORKS/MATTERS TO RAISE - COMMUNITY CENTRE** - The Clerk reported that parking is still an issue and will be an agenda item on full council. Councillor Miss. Rogers has taken the lead on this and is looking into all options. The caretaker is sick of issues with residents and an incident where people have cut the lock off the gate. The Clerk asked Councillor Worthington if there was further funding through County Council for the rest of the LED Lighting. The Clerk reported that the back door issue with lock and not fully secure so will get quotes for replacement.
10. **UPDATE FIRE RISK ASSESSMENT - CRAFT CENTRE** - The Clerk reported that more work has been carried out to bring us up to standard. Extended the fire alarm and emergency lighting into the tearoom. Fixed Wiring tested and all PAT testing done by occupiers. Just need Leek Radio to confirm that their equipment has been done. Evacuation plan has been put together and need to meet with all occupiers to run through it. There has been a sensor that triggered the fire alarm which could have been anything. The company that fitted the extension to the system have checked it and everything is ok.
11. **PUMP SERVICE - CRAFT CENTRE** - The pump service is due at the end of August by Pisces Pumps for £125 following the six months check back in February. Proposed by Councillor Cunningham and seconded by Councillor Mrs. Cornes to get this completed. Members agreed.
12. **ANY URGENT WORKS/MATTERS TO RAISE - CRAFT CENTRE** - The Clerk raised the end of the licence for the Business Suite at the end of August for Gold Care but that they would like to renew it for another 12 months. The current fee is £350 per calendar month including electricity. Councillor Miss. Rogers proposed an increase to £375 and seconded by Councillor Mrs. Cornes to go ahead with the licence if Gold Care agree to the increase. Leek Radio still has not supplied the public liability insurance and PAT testing certificate or payment of the fee since they moved in. The Clerk has asked several times for the information and payment. Councillor Miss. Rogers was disappointed and will contact them. Councillor Cunningham stated that any future occupiers should provide references before we allow anyone else to hire under any

agreement. The agreement ends 5th September so we will have to review going forward. All other occupiers supply their public liability insurance and are up to date.

The Clerk reported that Emily had reported the poor state of the handrail on the steps going up to her entrance. Mrs. Beardmore reported that the caretaker has repaired it and painted it.

The Clerk went on to report that Jane had previously asked about us decorating the tearoom.

When assessed by an independent company it is not rising damp, but it has highlighted that the extractor is not being used which would remove condensation from cooking. Lack of ventilation and heating so we cannot pay for something that will happen again.

13. FORWARD AGENDA ITEMS - Additional Carpark spaces.

Chairman

5th. November 2024.