

Cheddleton Parish Council

MINUTES OF THE COMMUNITY/CRAFT CENTRE MANAGEMENT COMMITTEE MEETING HELD IN CRAFT CENTRE MEETING ROOM, HOLLOW LANE, CHEDDLETON ON TUESDAY, 30th. MAY 2023

ATTENDANCE Councillor - M. Ahmad, O.C. Pointon, C. Ramos, Miss. V.L. Salt, and M.P. Worthington.

Clerk - Ms. L. J. Eyre.

1. **APOLOGIES** - Apologies were received from Councillor Mrs. V. B. Cornes, Mrs. A. Grocott, and Member Mrs. C. Beardmore and Mr. R. Richards, it was resolved to accept these.
2. **ELECTION OF CHAIRMAN** - Councillor Miss Salt, proposed by Councillor Ramos and seconded by Councillor Worthington, therefore Councillor Miss Salt was duly elected Chairman for the ensuing two years.
3. **ELECTION OF VICE-CHAIRMAN** - Councillor Pointon, proposed by Councillor Worthington and seconded by Councillor Ahmad, therefore Councillor Pointon was duly elected Vice-Chairman for the ensuing two years.
4. **MINUTES OF THE MEETING OF 29th. NOVEMBER 2022** - It was resolved to accept these as a true record and signed by the Chairman.
5. **MATTERS ARISING**
Re. Min. 33. Review of Hire Charges - Craft Centre - Councillor Miss. Salt asked where had the increase been derived from. The Clerk explained that the Finance Committee had agreed that they increase annually to bring the charges in line with current rents.
Re. Min. 28. Review of Hire Charges - Community Centre - Councillor Worthington asked if anyone had complained about the increase in car parking fees and is anyone parking on there now who shouldn't be? The Clerk reported that there has been no complaints and she still is receiving emails from the resident who would like an annual space.
Re. Min. 32. Review of Lease Agreement - Craft Centre - Councillor Mrs. Salt asked do the leaseholders have their own insurance or are they covered under our insurance. The Clerk responded that the building is insured by the Council. As for contents they will have to have their own. The new agreements will cover all the details and fire risk assessment will look at PAT testing and any fire risk.
6. **CORRESPONDENCE:** - No Correspondence.
7. **UPDATE FIRE RISK ASSESSMENT - COMMUNITY CENTRE** - The Clerk has shared the Fire Risk assessment and reported that the Fire Alarm and sensors were checked in February and that the Fire Extinguishers are checked annually. The Caretaker does a weekly Fire Alarm Test. As part of the Community Building Management Summit which the Clerk attended virtually it has highlighted that a Legionella risk assessment needs to be carried out and the recommendation from the Clerk is to get this done professionally. Report to be taken to Full Council.

8. **REVIEW OF SAFEGUARDING POLICY - COMMUNITY CENTRE** - The Clerk reported that the new Safeguarding leads are Councillor Worthington and Mrs. Lovatt as they have both been trained in safeguarding and the policy will be updated and new copies given to the Caretaker for hirers information and updated on the website.
9. **EMERGENCY LIGHTING - COMMUNITY CENTRE** - The Reported that we require additional lighting to cover the car park since the mobile has been removed. A quote has been received for £252.46 from Michael Clewlow for emergency lighting. Councillor Ahmad proposed that this be done. Seconded by Councillor Worthington to get this done. The Clerk reported that we have been quoted for replacement of all strip lighting around the building to LED lights and it had been previously discussed and that there is funding available. A further quote will be sought by LSS, but Councillor Miss Salt declared an interest and so the original quote was not shared. This will be discussed at Full Council.
10. **ANY URGENT WORKS/MATTERS TO RAISE - COMMUNITY CENTRE** - The Clerk reported that the Pudding Race is taking place in November again and hire secured. The tarmac is complete, and the handyman has quoted to paint lines on the whole car park to assist with parking and an additional 40 spaces. A quote for £430 including materials and it was discussed that this is a good competitive quote. Councillor Worthington proposed to award The Handyman the job but to maybe add a further disabled space closer to the back door, seconded by Councillor Ahmad and it was agreed. The Clerk reported on the Arts Group hiring of the Community Centre who have approached Cautionary Lands Charity for funding of £120 to clear the bill up to the end of April but as yet haven't heard anything which the Clerk will chase up. They will require further funding for the Autumn which Councillor Worthington suggested that the Community Initiative Fund could cover from District Council, but it has yet to be agreed by Staffordshire Moorlands.
11. **FIRE RISK ASSESSMENT - CRAFT CENTRE** - Councillor Miss. Salt asked is the Tearoom linked to the new fire alarm system. The Clerk reported that all the other rooms are linked but that the risk assessment will highlight any issues. The Risk Assessment will be carried out by Ian Dakin and Councillor Ahmad would like to have credentials to prove he is qualified to carry it out. The Clerk will check before moving forward.
12. **REVIEW OF LEASE AGREEMENT/VALUATION FOR INSURANCE - CRAFT CENTRE** - The Clerk reported that several companies have been contacted on the recommendation of Jonathan Cornes but had little success. A quote from Richard Mounsey who is a chartered survey and is local. He quoted to do the advertising of the vacant unit at a cost of £650, New Agreements for all three units £450 approx. A further £450 for the insurance valuations on all assets. All excluding VAT. The Clerk will contact our insurance to clarify what the insurance valuation should include. Councillor Worthington proposed and seconded by Councillor Ahmad to get this done as soon as possible all agreed.
13. **INSTALLATION OF INTERNET - CRAFT CENTRE** - The Clerk reported that Dave Kari had offered to help as she is not an expert, but he has now resigned. It was proposed by Councillor Worthington to let Councillor Ahmad's son investigate getting this installed as soon as possible. All agreed it needs to be installed as soon as possible to aid meetings.
14. **PUMP SERVICE - CRAFT CENTRE** - The Clerk reported that the pumps need to be serviced every 6 months and if members agree to Pisces Pumps who normally do the service for £95.00. All agreed to get this done.

15. **ANY URGENT WORKS/MATTERS TO RAISE - CRAFT CENTRE** - Councillor Miss. Salt asked could we get a coffee machine for the meeting room to allow drinks for the meetings. Councillor Ahmad offered to donate a £100 towards the initial purchase and it was agreed that Councillor Miss. Salt will source this on behalf of the Council.
16. **FORWARD AGENDA ITEMS** - No items were raised.

Chairman
25th. July 2023.