

Cheddleton Parish Council

MINUTES OF THE COMMUNITY/CRAFT CENTRE MANAGEMENT COMMITTEE
MEETING HELD IN CRAFT CENTRE MEETING ROOM,
HOLLOW LANE, CHEDDLETON ON TUESDAY, 7th. NOVEMBER 2023

ATTENDANCE Councillor - M. Ahmad (Chaired)
Councillor - M.F. Cunningham and Mrs. A. Grocott.
Member - Mrs. C. Beardmore
Clerk - Ms. L. J. Eyre.

17. **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, C. Ramos, Miss. V.L. Salt, and M.P. Worthington, it was resolved to accept these.
18. **MINUTES OF THE MEETING OF 30th. MAY 2023** - It was resolved to accept these as a true record and signed by the Chairman.
19. **MATTERS ARISING** - No items were raised.
20. **CORRESPONDENCE:** -
- a. Support Staffordshire Energy Roadshow from 13/11/23-8/12/23 looking for venues in Village Halls so they are coming on Wednesday, 6/12/23 to hire the Community Centre for 3 hours in the morning.
 - b. Elysium Healthcare Hire of the Creche Room 1 week every other month throughout the year Monday to Friday.
21. **UPDATE FIRE RISK ASSESSMENT - COMMUNITY CENTRE** - The Clerk has shared the Fire Risk assessment that was completed last time by Councillor Dakin. We need to get it done as soon as possible. Councillor Mrs. Grocott suggested Safety Assessment Solutions & St. Johns. The Clerk reported that she had contacted Unite Fire & Security Ltd who are contracted to test the Fire Alarm who do these assessments. So, once we have someone to go ahead and do a new assessment it will be done. The weekly test of the call points on the fire alarm are carried out by Stan the caretaker. The Fire Alarm and smoke detectors have been tested in February. The Fire Extinguishers are due now to be checked by North Staffs Fire. Mrs. Beardmore confirmed that they have visited the Community Centre. The Clerk will chase that up. The Legionella Assessment is being done on Monday as agreed at both the Community Centre & Craft Centre.
22. **REVIEW OF HIRE CHARGES - COMMUNITY CENTRE** - The Clerk had circulated the current charges. Mrs. Beardmore reported that if any further increases we will lose classes to the Sunday School Room because it is much cheaper. Councillor Ahmad agreed that we need to be competitive and keep the centre in use. The Clerk reported that the last increase was done 1/4/22 and went up quite a bit. The precept we collect currently covers expenses. The car park spaces charge was increased from 1/1/23 to £35 per space so this could be increased a further £5. A few alterations to be made to the Booking Forms to add we need sight of any licenses needed. Also, Safeguarding Policies and the Clerks Mobile Telephone Number and our Website address.

23. **ANY URGENT WORKS/MATTERS TO RAISE - COMMUNITY CENTRE** - The Clerk reported that she has purchased a new wall clock for the creche room and a couple of new kettles as the others a leaking.
- The Clerk reported that there was a strip in the main hall between the two floors which was a trip hazard, so Steve has levelled it as it was putting off hirers for dance classes as a trip hazard. Mrs. Beardmore confirmed that it is now level but the whole floor could do with being sanded and treated to refurbish the wooden floor. Councillor Cunningham stated they have just had this done at Wetley Rocks Village Hall so he will get in touch with the contractor to come and price the job at the Community Centre and liaise with Christina to gain access.
- Mrs. Beardmore stated that the worktops still need to be replaced in the kitchen. The Clerk had obtained a quote so two further quotes are needed to compare. It was discussed and Councillor Ahmad would obtain quotes from the plan.
- Mrs. Beardmore reported that the radiator in the Ladies toilet is not getting warm so the Clerk will get this looked at.
- The LED lighting is ready to be installed it just need to discuss when the works can be done Wednesday is the best day.
- The Christmas tree has died off again. It was agreed to remove it and get a replacement. Councillor Ahmad suggested speaking to Councillor Pointon as he may be able to source one at a discounted price.
- The Clerk reported that the Intruder Alarm needs to be replaced so quotes to be obtained. All recommendations proposed by Councillor Mrs. Grocott and seconded by Councillor Cunningham.
- The Clerk reported that she has now contacted another installation firm Energy Box and has spoken to Blymhill Village Hall who have had panels installed. This has highlighted that if we have battery storage and wish to sell back to the grid a contract needs to be in place and the charges vary so the feasibility of this needs to be checked out. There is funding available now from SMDC for a project like this with 80% of the monies required funded by them. The Clerk attended a training course about bid writing and, we will need details from Planning about what permission is required because of the Conservation area so an initial contact has been made to SMDC to assist with this and Support Staffordshire will assist with any applications.
24. **UPDATE FIRE RISK ASSESSMENT - CRAFT CENTRE** - The Clerk stated that we will get this done by external company at the same time as the Community Centre. Proposed by Councillor Mrs. Grocott, seconded by Councillor Cunningham. Recommendation agreed.
25. **REVIEW OF HIRE CHARGES - CRAFT CENTRE** - The Clerk reviewed the charges currently with members. New Room has a 12-month contract. It was proposed by Councillor Mrs. Grocott and seconded by Councillor Cunningham for 10% increase on both Beauty and Tearoom to be put forward to Finance & Full Council.
26. **REVIEW OF LEASE AGREEMENT - CRAFT CENTRE** - The Clerk will get these drawn up once the new hire charges have been agreed and speak to both Jane & Emily.
27. **UPDATE INSTALLATION OF INTERNET - CRAFT CENTRE** - The Clerk reported that Councillor Ahmad's son has had a look, and we are discussing using the Tearoom's internet rather than a separate connection for displaying plans and anything else on the TV in our room.

28. **ANY URGENT WORKS/MATTERS TO RAISE - CRAFT CENTRE** - The Clerk mentioned photos in the meeting room need to be put up so this will be looked at on Monday. The water leak has now been fixed by Severn Trent finally after 4 weeks.
29. **FORWARD AGENDA ITEMS** - No items were raised.
30. **CONFIDENTIAL ITEM - FINANCIAL REQUIREMENTS 2024/25**
All Members received a copy of the current budget showing projected costs for this year and the precept collected of £6000 for Community Centre.

Chairman
9th. January 2024.