

**Cheddleton Parish Council**

**MINUTES OF THE COMMUNITY/CRAFT CENTRE MANAGEMENT COMMITTEE**  
**MEETING HELD IN CRAFT CENTRE MEETING ROOM,**  
**HOLLOW LANE, CHEDDLETON ON TUESDAY, 9<sup>th</sup>. JANUARY 2024**

**ATTENDANCE** Councillor - M. Ahmad (Chaired).

Councillor - Mrs. V.B. Cornes, M.F. Cunningham and M.P. Worthington.

Member - Mrs. C. Beardmore

Clerk - Ms. L. J. Eyre.

31. **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 Mrs. A. Grocott, O.C. Pointon, C. Ramos, and Miss. V.L. Salt, it was resolved to accept these.
32. **MINUTES OF THE MEETING OF 7<sup>th</sup>. NOVEMBER 2023** - It was resolved to accept these as a true record and signed by the Chairman.
33. **MATTERS ARISING** - No items were raised.
34. **CORRESPONDENCE:** -
- a. Staffordshire Moorlands District Council - Low Food Risk Questionnaire. The Clerk has completed this for Food Hygiene.
35. **UPDATE FIRE RISK ASSESSMENT - COMMUNITY CENTRE** - The Clerk reported that Paul Longmore has visited to perform the risk assessment 8<sup>th</sup>. January on both buildings and he will send it through with all recommendations as it will highlight quite a few things. This can be reported to Full Council. The Fire Alarm will be tested next week as part of the contract with Unite Fire and will quote to look at the Craft Centre at the same time. There has been a glass panel broken over the weekend in the Beauty Room, so a replacement glass is required. All Extinguishers have been tested and installed as agreed at both premises. We have missing policies which will need to be written. The Clerk reported that she has contacted LTS plumbing to look at solutions for the Legionella Risk Assessment. The Gas Boilers are due for service and LTS plumbing have quoted £70 per boiler being 2 at the Community Centre and 1 at the Craft Centre. It was proposed by Councillor Ahmad, seconded by Councillor Mrs. Cornes to get those serviced as that is very reasonable and due 17<sup>th</sup> January.
36. **UPDATE KITCHEN WORKS - COMMUNITY CENTRE** - The Chairman suggested that buy the worktops and kickboards from Howdens at Leekbrook and get a joiner to fit them. The Clerk will try to contact a local joiner for installation.
37. **UPDATE PROPOSAL FOR SOLAR PANELS AT COMMUNITY CENTRE** - Councillor Ahmad has completed the Planning Application and Councillor Worthington will submit this to Staffordshire Moorlands and await the outcome which will take 8 weeks. This has cost £146.50.
38. **UPDATE INSTALLATION OF DEFIBRILLATOR - COMMUNITY CENTRE** - The Clerk reported that we have received the sponsored defibrillator by Leek Link Taxis as part of the DHSC Defib Grant and LSS are going to look at installation tomorrow.

39. **ANY URGENT WORKS/MATTERS TO RAISE - COMMUNITY CENTRE** - The Clerk reported that the Main Hall Floor scheduled for Feb half term. LSS Electrics to quote on the rest of the LED lighting.  
The Clerk reported that she had spoken to Lee who Councillor Pointon recommended about the security alarm and he suggested that if a keypad could be acquired that would be the most cost effect as it is still one of the best systems. He was going to see if he could get one but as yet has not let her know.  
The steps at the front of the Community Centre have come loose so these have been reported to Steve and he will lift them and re-cement to secure them.  
There is a light fitting in room 1 which requires an electrician and a socket in the main hall.  
Radiator leaking in the ladies' toilets that requires a plumber which the Clerk will ask LTS to look at repairing.  
Mrs. Beardmore reported that the Energy Roadshow was not very well attended. The Christmas Tree and decorations now been taken down but the outside tree some of the baubles were damaged by the strong winds. The back door which was mentioned at the last meeting needs replacing. Slimming World have now stopped hiring on a weekly basis.
40. **UPDATE FIRE RISK ASSESSMENT - CRAFT CENTRE** - The Clerk reported that this has also been completed and the report will be available in due course.
41. **REVIEW OF LEASE AGREEMENT - CRAFT CENTRE** - Councillor Worthington asked if they are all ok with the new charges. The Clerk reported that she had spoken to Emily & Jane about the lease to commence in April and informed them of the increase in charges.
42. **UPDATE INSTALLATION OF INTERNET - CRAFT CENTRE** - Councillor Ahmad reported that his son has been ill, but he will get him to order what is required to connect to the tearoom internet via the TV.
43. **ANY URGENT WORKS/MATTERS TO RAISE - CRAFT CENTRE** - The Clerk stated that the Fire Alarm needs to be tested as soon as possible. Councillor Ahmad suggested delegated powers to the Clerk to get this done as a matter of urgency. Proposed by Councillor Worthington, seconded by Councillor Cunningham.
44. **FORWARD AGENDA ITEMS** - The potholes on Hollow Lane - Clerk to report.  
Merging committees/same night due to poor attendance.

Chairman  
7<sup>th</sup>. May 2024.