

**Cheddleton Parish Council**

**MINUTES OF THE COMMUNITY/CRAFT CENTRE MANAGEMENT  
COMMITTEE HELD IN CHEDDLETON COMMUNITY CENTRE, HOLLOW  
LANE, CHEDDLETON ON TUESDAY, 13<sup>th</sup>. MAY 2025**

**ATTENDANCE** Councillor - T.G. Williamson (Chaired).

Councillor - M. Ahmad, Mrs. V.B. Cornes, Miss. S.J. Rogers, Mrs. L. Shaw, and  
M.P. Worthington.

Member - Mrs. C. Beardmore.

Clerk - Mrs. L. J. Green.

45. **APOLOGIES** - Apologies were received from Councillor M.F. Cunningham, and  
Miss. V.L. Salt, and it was resolved to accept these.
46. **MINUTES OF THE MEETING OF 14<sup>th</sup>. JANUARY 2025** - It was resolved to accept  
these as a true record and signed by the Chairman.
47. **MATTERS ARISING THEREFROM:** -
48. **CORRESPONDENCE:** - No Correspondence.
49. **UPDATE FIRE RISK ASSESSMENT - COMMUNITY CENTRE** - The Clerk reported  
that both Risk Assessment require updates at the Community Centre & Craft Centre since  
being completed last year. Therefore, the PAT Testing has been done, Emergency Lighting  
tested, Gas Boilers serviced and EICR at the Community Centre all agreed to be carried out.  
The PAT Testing has been carried out and occupiers billed at the Craft Centre except for the  
Meeting Room occupier who has provided their own. Other occupiers have been billed. There  
was an issue with the Beauty Room where an item has been replaced by Hydra Electrics as  
they admitted liability for it. On the PAT Testing it was reported that there were two items in  
the Tearoom, one two-way adapter which is not a fused one and the two deep fat fryers have  
indicator lights which are missing so they need to be replaced or fixed. The electric cooker in  
the Community Centre, Room 2 kitchen failed and has been disconnected until it can be  
looked at, which Protech has been asked to come out to check it as an element may be broken.  
He mentioned the fridge is corroded at the bottom in the main kitchen, but no issue was just  
noted. Mrs. Beardmore also stated that the other fridge in Room 2 kitchen does not seem to be  
coming on when it was switched on by a hirer. The Clerk asked if we could try leaving it  
switched on overnight. There is a free fridge available to replace one once PAT tested. The  
cooker in the main kitchen is also corroded and may need to be replaced with a combination  
microwave. Once established what is required after Protech has been to look at the cooker in  
Room 2 kitchen the Clerk will obtain quotes. Emergency Lighting at the Craft Centre was  
partially installed by him so there were no issues there. The Community Centre needed 10  
replacement lights and a key switch installation. That cost an additional £700. Also, a  
replacement security light at the craft centre cost £70.00. All 3 gas boilers have been serviced  
and batteries replaced in all 3 carbon monoxide monitors situated over the boilers. The EICR  
certificate has been done at the Community Centre, but some work was required to make safe  
wiring to the old boiler room which cost an additional £165. So, all compliant now. The Clerk  
made it clear that all occupiers should now be safe.  
The Fire Alarm in the Community Centre was reported as having faults by a hirer of the  
Centre. The Clerk reported that we are aware of them but has had it checked again by Unite  
Fire who have confirmed that the system is safe with battery back-up and all the faults cannot

be cleared without replacing the panel which when quoted would cost over £2,000. Further information has been given to maybe get the panel reprogrammed and this would remove the fault.

50. **REVIEW OF HIRE CHARGES - COMMUNITY CENTRE** - The Clerk reported that this item was discussed at the previous meeting. There have been quite a few new enquiries about hiring so we remain competitive. Room 2 could be better utilized as the occupier teaching children has quite a bit of stuff in there and is not using it every day, so she will need to remove it to allow us to hire it out on the days when she is not using it and is happy to come to some arrangement until her numbers increase.
51. **UPDATE PROPOSAL FOR SOLAR PANELS AT COMMUNITY CENTRE** - The Clerk reported that she has met with Broad Oak to get an up-to-date quote for the installation. They wanted details about the roof space and when the extension was built. It was done in the early 2000's so we will look for plans and will check when planning permission was granted. We may need to do a structural survey of the roof to make sure it will be sound to have the solar panels on the roof.
52. **UPDATE CLIMATE ACTION FUND APPLICATION FOR LED LIGHTS - COMMUNITY CENTRE** - The Clerk reported that our grant money does need to be spent by end of June 2025, and this will only partially fund the work required. The quote is for £1897 and the grant is £961. Councillor Ahmad proposed we fund the shortfall ourselves to get the work completed and the grant money spent to replace the remainder of the lights with LED lights. It was seconded by Councillor Miss. Rogers, and all members agreed. The Clerk will organize the work.
53. **ANY URGENT WORKS/MATTERS TO RAISE - COMMUNITY CENTRE** - The Clerk reported that a hirer has contacted Councillor Miss. Rogers that a banner for Your Coach 121 had been put up outside the Community Centre without permission. This has been removed as other people who have asked to have one have been refused. Councillor Miss. Rogers also mentioned the sign that they have put up on the Craft Centre and asked that this be in the form of an A-board rather than attached to the wall. It was discussed and agreed that The Clerk will go back to them and request they remove that one too. The Clerk reported that a permit holder had contacted stating a van had parked in the car park overnight at the end of March for a couple of nights. Mrs. Beardmore reported that the vehicle had broken down and the owner was told to remove it as soon as possible. Another incident where the caretaker had opened the gate to let a vehicle out once the gate had been locked on 17<sup>th</sup> April. Mrs. Beardmore stated that they had knocked on the door to ask for the gate to be opened so she had opened it. Councillor Miss. Rogers reported that if the policy states that the gates are locked, they should stay locked and keep to the policy. The Clerk reported that the permit holder who raised the incident has emailed the old email address and therefore has not had a response to their email. Councillor Williamson stated that we should apologise for not responding to his email and his concerns explained. This was a judgement made by our caretaker to open the gate and the process is normally to lock it, and it stays locked until the following morning. Councillor Ahmad stated that he would like to sort out the old boiler room. The Clerk stated that our handyman is preparing a quote to remove the old oil tank, and we can decide what to do with the space once the tank has been removed.
54. **UPDATE FIRE RISK ASSESSMENT - CRAFT CENTRE** - Discussed under agenda item 49.

- 55. RENEWAL OF LEASE AGREEMENT - TEA ROOM - CRAFT CENTRE** - The Clerk reported that the Tea Room has asked if the agreement could be for 6 months rather than 12 as she is getting close to retirement age and feels that signing up for 12 months would be too long. Therefore, would it be appropriate to add a retirement clause to her agreement so that she gives 3 months' notice to quit in her new agreement backdated to the beginning of April. She has already paid the new monthly hire charge after the agreed 5% increase.
- 56. ANY URGENT WORKS/MATTERS TO RAISE - CRAFT CENTRE** - The Clerk reported that the security light has been replaced at the back of the craft centre. The lights in the toilets had been reported by Your Coach 121 because they were not coming on after 9 o'clock. The electrician has disconnected the timer so that they will come on whenever anyone enters the toilets.  
The Clerk reported that the pump service is due and that there are some floats that need replacement as recommended at the last service, but she had not yet received a quote for the works or the invoice for the previous service.
- 57. FORWARD AGENDA ITEMS** - Hollow Lane marked up for resurfacing.  
28<sup>th</sup> June 2025 Event at the Flint Mill can the car park remain open for ticket holders to park going to the event from 12 noon until 11pm that day.  
Replacement of back doors.

Chairman