

## Cheddleton Parish Council

### MINUTES OF THE COMMUNITY/CRAFT CENTRE MANAGEMENT COMMITTEE MEETING HELD VIA ZOOM ON TUESDAY, 26<sup>th</sup>. JANUARY 2021

ATTENDANCE Chairman - Mrs. D. A. Hartley.

Councillor - M. Ahmad, M.T. Bowen, R. J. Hartley, H.R. Jennings.

Clerk - Ms. L. J. Eyre.

- 18 APOLOGIES - Apologies for absence were received from: - Councillor - H.J. Tunna, I. Dakin & Mr. R. Richards, it was resolved to accept these.
- 19 MINUTES - The minutes of the meeting of the 24<sup>th</sup>. November 2020, taken as read, were confirmed as a true and accurate record.
- 20 MATTERS ARISING - No matters were raised.
- 21 CORRESPONDENCE: -
- a. Southern Electric error on the electric meter in the Community Centre, they need to arrange to check the meter. The Clerk has given her contact details and awaiting when this will take place.
- 22 UPDATE ON FIRE RISK ASSESSMENT - COMMUNITY CENTRE - The Clerk had issued all with up-to-date version of the Fire Risk Assessment and the service of the Fire Panel is being arranged. So, when that is completed, we will be compliant in all areas.
- 23 ANY URGENT WORKS/MATTERS TO RAISE - COMMUNITY CENTRE - The Clerk reported that Councillor Dakin has asked for information with regards to energy bills to work out our carbon footprint. Councillor Jennings suggested with regards to the mobile that is it getting to the point that this is not feasible to continue to maintain it as it is not used very much and are the costs outweighing the benefit of having it. Therefore, he suggested that it be removed and no need to replace it. Councillor Hartley stated that it is difficult to justify the expense. The Clerk reported that there are reserves set aside of £10,000 for re-roofing the mobile. Councillor Ahmad suggested consulting residents. Councillor Bowen reported that the only use now well prior to lockdown is the Band who could use the Community Centre. We can save funds on costs of repairs such as sink which has been agreed. Councillor Ahmad again suggested that the community be consulted for the future use of the space. Councillor Jennings agreed and at least in the meantime it could provide extra parking space. Councillor Mrs. Hartley asked how do we consult the community? Councillor Ahmad suggested that later once it has been removed that consultation could take place as to what the community would suggest replacing it with. Councillor Mrs. Hartley also reminded members that we have the additional works already of the old boiler room and currently have the empty creche. Therefore, it was agreed to remove it. Councillor Jennings reported that Teddy's Nursery at St. Edwards Park has just been sold so it may well be worth approaching them to ask if they are interested in expanding into our creche. Agreed that the Clerk write to new owners. The Clerk reported that grants have been received from Staffordshire Moorlands of a further £4,000 and £2,001 for COVID-19 restrictions on top of the initial £10,000 and £1,334. The Clerk went on to give details of the noticeboard quotes for the public one on the front of the Community Centre. For 4 xA4 = £257.17, for 6 xA4 = £300.91 and for 8 xA4 = £360.32 excluding V.A.T. Councillor Mrs. Hartley had suggested maybe a larger one would encourage to use this rather than fly-post on lamp posts. Councillor Jennings proposed 6 xA4 and seconded by Councillor Bowen and all agreed.

**23 ANY URGENT WORKS/MATTERS TO RAISE - COMMUNITY CENTRE (Cont'd...)**

The Clerk reported that she had taken part in a Zoom meeting through Support Staffordshire and the Village Halls Week with approximately 25 other village hall representatives, she was made aware of the responsibility to have a safeguarding policy in place for hirers and the responsibility of groups and charities who hire to provide activities to take on this policy to protect the vulnerable people who may be involved. The Clerk went onto explain that we have a duty of care to our users and our community so Support Staffordshire will provide a basic policy which we can modify and adopt, and which will need to form part of the hirers details given when they make a booking at the Community Centre. Councillor Mrs. Hartley thanked the Clerk for bringing this to the Committee's attention and that we need to get this in place and anything else that comes to light in the future. The Clerk went onto explain that she will be taking part in a couple more through the week as part of Village Halls Week which ACRE have arranged to see if there is any other information, she can update the Committee on which will help to make the Community Centre more compliant and ideas for making it greener and safer for our community.

**24 DETAILS OF REPORT FROM THE OLD POTTERY ROOM - Councillor Bowen**

reported that he had received the report and that works do not require building regulations but that there may be some local authority statutory fees. Works required would be thermal improvements to walls and ceilings by metal studded walls with insulations and plasterboard on the outside in the corridor, in the room itself and up on the ceiling. To maintain the character of the room it could be thermal clad plasterboard on the ceiling rather than a suspended ceiling and it would hold the heat in the room. The specially made lights could then be moved from the current meeting room and the lights out of the pottery room used in there. Formation of fire escape for the Tea Room which would require a fireproof stud wall between the two rooms and escape door into the corridor which is wide enough for wheelchair access. He also, reported that the flooring needs to be looked at because the floor has sunk by an inch as it is suspended, there is a central spine, but he suspects that some of the piles have dropped but in general it is in good condition and no evidence of rot or woodworm. The walls are damp as it is not currently heated, so it needs insulating with the studded walls and heating. The new entrance would need an impervious layer and then concrete with a vinyl covering and through into the meeting room once the flooring has been levelled which would save work on sanding down floorboards and add to easy cleaning and make it warmer. Performance specification of lighting and electrical installations for contractors to tender for works. The fees for this would be £945 and work with the contractors and will suggest contractors who could perform the works. He suggested that we get an electrician to look at the 3-phase electrics and there is a meter which can be used for a separate supply to the room. He also, mentioned heating which could be spurred off from the existing gas boiler. The Clerk reported that the new boiler has additional capacity to add more radiators onto the system. The external door can be fitted with a thumb turn to open it without a key. If required, they can tender the works and supervise works at a 12.5% fee and guarantees that the works are carried out to the said specification. Councillor Jennings can they provide some prices for works and preferably use local contractors for the works. We have a full come back and guarantee of the works. Councillor Bowen will send details to all members and Councillor Ahmad proposed that they produce the specifications and seconded by Councillor Jennings. The Clerk raised that the Pottery Room is Rated separately for business rates so this will need to be sorted out with SMDC. Councillor Bowen will ask advice from SMDC if we need to do anything or have permission for change of use.

**25**     **ANY URGENT WORKS/MATTERS TO RAISE - CRAFT CENTRE** - The Clerk reported that she has been trying to get the meeting room board of clerks updated and had approached Leek Signs who can do vinyl printed lettering. Councillor Jennings stated it would be better to carry on being hand painted. The Clerk will make further enquiries with Leek Signs to see if they have any contacts who does it. Or contact a trophy shop once lockdown is lifted. Councillor Mr. Hartley suggested contacting Leek Golf Club.

The Clerk reported that Jane has asked again if we could look at getting a mobile thermostat as she thinks it would be more cost effective to have one away from the doorway. The clerk suggested getting the current thermostat checked which she will do via handyman or plumber. The Clerk also reported that she had contacted handyman to do repairs on the tarmac on the carpark as agreed.

**26**     **FORWARD AGENDA ITEMS** - No future agenda items.

25<sup>th</sup>. May 2021.  
Chairman.