

# MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.  
Tel: 01225 760372 or Email: marketlavpc@gmail.com

Minutes of the **Old School Committee Meeting** of the Parish Council  
**Held on Thursday 10th May 2018**  
**At 7.15 pm in the Old School, Market Lavinton**

**Committee members in attendance:** Cllr Myhill (Chairman), Cllr Davis, Cllr Padfield, Cllr White, Bob Gordon (Temporary member offering support with Restoration Project), Mike Bridgeman (Tuesday Club Trustee) and Diane Pearce-Harvey (Tuesday Club Trustee) arrived at 8.04pm.

**Others in attendance:** 1 member of the public and Carol Hackett (Parish Clerk)

	<b>AGENDA ITEM</b>
17/18-450	<b>Apologies for Absence</b> Cllr Earley had sent apologies due to personal commitments, which were accepted. Cllr Whitehorn had sent apologies due to work commitments, which were accepted.
17/18-451	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
17/18-452	<b>Minutes of Committee meeting</b> The minutes of the Old School Committee held on 3 <sup>rd</sup> April 2018, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr Davis, seconded Cllr Padfield).
17/18-453	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.17pm.
17/18-454	<b>Update on actions agreed at last meeting</b> <ol style="list-style-type: none"> <li>a) VAT registration – The Clerk reported that the ‘voluntary VAT registration’ application would be actioned with effect from the 1<sup>st</sup> of June 2018. She had been advised that although the registration process may not be finalised by this time, it would be effective from this date.</li> <li>b) Request for hand rail to be installed at the bottom of the steps on the right hand side of the building / need to improve and regularise signage on the exterior of the Old School – Cllr Davis reported that he had received a specification for the handrail and would contact some local companies to obtain quotes for consideration at the next meeting. Designs for the signage would also be prepared for the next meeting.</li> <li>c) Fire Risk Assessment document – Deferred until after Restoration Project completed</li> <li>d) Reference for CDM Advisor – The Clerk referred to the reference received for the CDM Advisor recommended by the Project Manager. Following a brief discussion it was proposed by Cllr Davis, seconded by Cllr White and resolved to approve the appointment of David Cox as CDM Advisor for the Old School Restoration Project – <b>ACTIONS</b> - Clerk to advise Project Manager accordingly.</li> <li>e) ‘Sponsoring a tile’ / ‘Just Giving’ page – Cllr Davis confirmed that the page was almost ready to go live. He would forward some information to members for their approval, before publicising in the magazine and on the village Facebook page. It was suggested that funds raised from this activity could be used to purchase new chairs and tables.</li> <li>f) Disposal of existing meeting room table and chairs – The Clerk reported that the table and chairs were currently being advertised for sale on Facebook. Following a brief discussion it was agreed to put similar adverts on Ebay and Gumtree as well, for a further week. After this time, if the items have still not sold, a local contact will be asked to value them – <b>ACTIONS</b> – Clerk to action additional advertising.</li> </ol>
17/18-455	<b>Old School Restoration Project</b> <ol style="list-style-type: none"> <li>a) Pre Contract Meeting held on Wednesday 9<sup>th</sup> May – Cllr Myhill briefed members on the matters discussed at the meeting, including confirmation that</li> </ol>

# MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

Tel: 01225 760372 or Email: marketlavpc@gmail.com

work would start on-site on Monday the 4<sup>th</sup> of June. He then referred to the 'lighting design' which had been forwarded by the Project Manager after the meeting and circulated to members. The design had simply provided alternative light fittings to replace the existing ones, and had not appreciated the nature of the building, or the fact that most of the ceilings will be removed during the restoration. Following a full discussion, it was recognised that it will not be possible to appreciate the space, and fully consider what and where would be the best place to fix the lights, how many would be required etc. until after the ceilings come down. With this in mind, it was therefore suggested that it would be better to defer agreement for the final design until the restoration work has reached this point. It was however recognised that the designer may wish to see the building as it is now, and gauge some initial thoughts, so members were happy to agree to the proposed meet on the 30<sup>th</sup> of May, as suggested by the Project Manager, if it was felt necessary, as long as it was understood that a final decision on the lighting design would not be made at that time. Members made some initial suggestions for the new lighting, which included up-lighters positioned around the walls of the 3 main rooms, and possibly some spot-lights to highlight features etc. **ACTIONS** – Clerk to advise Project Manager accordingly and send some photographs of the wooden trusses etc. in the roof void, which may be helpful for the lighting designer to see. There was also some discussion at this point regarding the finish of the older internal doors and panelling – to give consideration to stripping them back to bare wood and staining/oiling rather than painting them – **ACTIONS** – Matter to be discussed further at next 'Project Meeting' scheduled for 13<sup>th</sup> of June (organised by Project Manager). Colours for painting the internal walls etc. also needed to be agreed by members – **ACTIONS** - Consider at next meeting.

- b) Storage of Parish Council equipment – Decide how many storage units required, and finalise arrangements for when and how equipment will be moved – Cllr Davis reported that one storage container had been reserved at Garbutt's yard, and there were currently two others available should another one be required. Following a brief discussion it was proposed by Cllr Davis seconded by Cllr Myhill and resolved to formally order one storage container, from the 29<sup>th</sup> of May (cost of £25 per week + VAT). It was noted that some of the tables and chairs etc. would be stored at the Elisha Field Pavilion for use during the Vintage Meet. Members noted their availability for helping with moving of furniture etc. and dates were agreed to carry out the work – **ACTIONS** – Cllr Davis to collate a list of availability and circulate to all Councillors for their input as well.
- c) Cash Flow implications for project – Review when contract payments will need to be made and Grant Claims submitted, and consider what implications this might have for Cash Flow etc. – Bob Gordon referred to the Cash Flow forecast he had prepared with the support of the Parish Clerk. Although it was difficult to determine the exact amounts that would need to be paid to the contractor each month, the schedule for carrying out valuations, invoicing, making payments, and submitting claims for the Plain Action Grant were now in place, to help prevent any problems with Cash Flow during the project. It was agreed that it would be helpful to hold a Parish Council meeting in August (Tuesday 14<sup>th</sup> was agreed) – **ACTIONS** – Bob Gordon and Clerk to keep Cash Flow under review throughout the project. Clerk to make arrangements for August Parish Council meeting.
- d) Storage, Tables and Chairs – Consider requirements following restoration – A number of suggestions were discussed, however it was recognised that it would be better to wait until the work had been completed before any internal storage was considered. It was noted that some of the tables and chairs in the Old School had originally been purchased by the Tuesday Club. Cllr Osborn and Bob Gordon to make enquiries about new tables and chairs for consideration at next meeting – **ACTIONS** Cllr Osborn and Bob Gordon to investigate.
- e) Old School website – Following a full discussion it was agreed to make some initial enquiries for a web designer, with a view to having a website in place for the end of the Restoration Project – **ACTIONS** - Cllr Osborn to investigate.
- f) Photographic evidence – Consider arrangements for taking photos before and

# MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

Tel: 01225 760372 or Email: marketlavpc@gmail.com

	<p>during the Restoration Work – It was suggested that it would be a good idea to post photographs on a website during the Restoration, to provide a week-by-week updates on progress – <b>ACTIONS</b> – Clerk to liaise with village website manager. Diane Pearce-Harvey to contact local photographic club.</p> <p>g) Any other updates – There were none.</p> <p>h) Next steps – <b>Cllr Osborn</b> - Information about the proposed restoration work to be included in next edition of the magazine, along with apologies for any traffic disruption/inconvenience which the work may cause. <b>Clerk</b> – Write to Old School user groups again with reminder about project start date, removing equipment etc. Write to residents in the vicinity of the Old School apologising for disruption during work etc.</p>
17/18-456	<p><b>Other Old School Hall business</b></p> <p>Bob reminded members of the need to install Wi-Fi in the Old School after the restoration – Matter to be discussed further at next meeting.</p>
17/18-457	<p><b>Date of next Committee Meeting</b></p> <p>To convene if necessary – Will also be able to consider matters at main Parish Council meeting.</p>
17/18-458	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 8.51pm.</p>