

MARKET LAVINGTON PARISH COUNCIL

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

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

VAT Registration Number: 296 9715 35

Minutes of the **Old School Committee Meeting** of the Parish Council
Held on Tuesday 9th October 2018
At 7.15 pm in the Elisha Field Pavilion, Market Lavington

Committee members in attendance: Cllr Myhill (Chairman), Cllr Davis, Cllr White, Cllr Padfield (arrived at 7.17pm), Cllr Gordon, Mike Bridgeman (Tuesday Club Trustee – arrived at 7.55pm) and Diane Pearce-Harvey (Tuesday Club Trustee).

Others in attendance: Carol Hackett (Parish Clerk)

	AGENDA ITEM
18/19-128	Election of Chairman There being no other nominations Cllr Myhill agreed to continue in the role of Old School Committee Chairman – Proposed Cllr Gordon seconded Cllr White and unanimously approved.
18/19-129	Apologies for Absence Cllr Earley and Cllr Whitehorn had sent apologies due to personal commitments, which were accepted.
18/19-130	Declarations of Interest and Dispensations to Participate There were none.
18/19-131	Minutes of Committee meeting The minutes of the Old School Committee held on 25th September 2018, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr Gordon, seconded Cllr White – 1 abstention).
18/19-132	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.18pm.
18/19-133	Update on actions agreed at last meeting <ul style="list-style-type: none">a) Window blinds – The Clerk reported that she had so far received one quote to supply and fit narrow venetian blinds to the 6 windows in the main room – ACTIONS – Matter to be considered further at next meeting when additional quotes receivedb) Display Cabinet/s – Cllr Gordon reported that although the museum had a large number of photographs relating to the Old School, they did not hold many other artefacts. It was therefore suggested that perhaps other artefacts relating to the village held by the Museum could be displayed. Following further discussion it was agreed to formally contact the Museum and seek their views on the proposal – ACTIONS – Clerk to contact Museum Trustees Chairman. Cllr Gordon to investigate costs/source for display cabinetsc) Wi-Fi – Cllr Davis referred to the document circulated to members during the meeting, which detailed the different packages available from BT. Formal notification of prices were yet to be received from Evolve, however it was understood that these were likely to be comparable with BT. It was noted that Evolve offered a 'total indemnity from criminal use', which Members recognised would be a key factor in the decision making. It was therefore indicated that the committee would favour Evolve as the preferred supplier providing the price was right – ACTIONS – Cllr Davis to email figures to Members when received from Evolved) Re-opening Launch Event – Members reviewed the updated Event Planning Summary, and suggested a number of other ideas for the event. Due to the over-run in the project completion, it was agreed to defer the Event until January – ACTIONS – Clerk to update Event Planning Summary accordinglye) Web-site – Cllr Myhill reported that he had met with a local IT expert who had been extremely helpful. He had recommended using a URL that would operate

MARKET LAVINGTON PARISH COUNCIL

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

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

VAT Registration Number: 296 9715 35

	<p>across all platforms i.e. Facebook, Instagram, twitter etc. With this in mind, and following some research, the domain name mloldschool.org had been suggested. It would not be a problem to incorporate a booking system into the website, which could also be tied into a calendar. On-line booking requests could then be made and be processed by an administrator (probably the Parish Clerk). The cost for setting up, registering and designing the site would be £500. An on-going £5 monthly fee would then be payable for the site hosting. The Developer had kindly agreed to carry out site maintenance and updates free-of-charge, and was also keen to help with fundraising activities. Following further discussion it was proposed by Cllr Davis seconded by Cllr Gordon and resolved to approve the suggested domain name and the quote of £500 to set-up the website – ACTIONS – Cllr Myhill to follow-up with IT expert</p> <p>f) DVD – Cllr Myhill referred to the meeting held with the photographer. Initial thoughts were that the DVD would be in the context of the Old School, and was likely to be completed sometime next year. The photographer and Mike had been due to meet with the Museum last weekend, and further research was being carried out, before he would get back to us with an idea of cost etc.</p>
18/19-134	<p>Old School Restoration Project</p> <p>a) Contractor Meeting held on Tuesday 9th October – The Clerk noted that the date of this meeting had been changed to Wednesday 10th October – ACTIONS - Update to be provided at Parish Council meeting 16/10/18 and any outstanding matters to be considered as necessary. At this point in the meeting the following matters were noted – The chimney pots and roof vents had been capped to stop water getting in / The external door on the front-right of the building was beyond repair and had therefore needed to be replaced / Snow guards – advice to be sought from Wiltshire Council Conservation Officer as to whether these needed to be replaced / The pointing on the retaining wall on the left of the Old School, adjoining the Churchyard needed attention – ACTION- Clerk to bring matter to the attention of the Church</p> <p>b) Hiring charges / packages (deferred from last meeting)</p> <p>i. Review current charges and consider if any other hiring packages should be introduced – following a full discussion it was agreed to change the charging structure to be more in-line with that used by the Community Hall and other local halls i.e. differentiate between Village and Non-Village use, and Commercial and Community use. An initial charging structure was produced which would be finalised and approved at the next meeting. It was agreed that the existing regular users would continue with the hiring rate they currently paid until 31/3/19. A review of these hiring rates and a decision as to where their activity fits within the new charging structure would be considered as part of the Parish Council budget planning process for 2019/20. As part of this discussion it was recognised by members that in order to attract business use for the building it would be necessary to consider the installation of a TV monitor in the John Reid room for facilitating meetings etc. – ACTIONS – Cllr Myhill to investigate costs and report back to main Parish Council meeting 16/10/18. In the absence of Cllr Whitehorn being able to provide an update following discussions with the Youth Club regarding their requirements, matter deferred for discussion at Parish Council meeting 16/10/18</p> <p>ii. Consider requirements and design for new booking form – It was agreed that the Committee Chairman and Clerk would follow this up.</p> <p>c) Tables and Chairs –</p> <p>i. Update on Tuesday Club Area Board grant application – The application was almost ready for submission. 24 chairs, with vinyl seat covers and arms, and 8 oblong tables (long enough to fit 3 chairs under both sides) were being requested. There was some discussion regarding the amount of financial contribution to be made by the Parish Council towards the total cost which would need to be finalised before the grant application could be submitted – ACTIONS – Contribution to be agreed at Parish Council meeting 16/10/18</p>

MARKET LAVINGTON PARISH COUNCIL

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

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

VAT Registration Number: 296 9715 35

	<p>ii. Consider what additional tables and chairs need to be provided by the Parish Council – Following further discussion it was proposed that 50 chairs, with material seat covers and without arms, and 2 oblong tables should be ordered to complement the furniture required by the Tuesday Club members – ACTIONS – Cost to be calculated by Cllr Gordon and considered at Parish Council meeting 16/10/18</p> <p>d) Licences – The Clerk referred to the current Premises Licence held by the Parish Council for the Old School. In order to add the provision for 'the supply (sale) of alcohol on the premises' and/or alter the timings of the other licenced activities included on the current licence, it would be necessary to submit a 'variation application' at a cost of £100 (plus any advertising costs). The addition of the alcohol provision on the licence would result in the requirement to pay an annual renewal fee of £70. It was possible to remove the necessity to appoint a Designated Premises Supervisor in respect of the alcohol provision, by completing a specific application request to Wiltshire Council. This would then have the effect of passing the responsibility of this role to the Parish Councillors. Following a full discussion it was proposed by Cllr Myhill seconded by Cllr White and resolved to submit the various application forms to Wiltshire Council to add the alcohol provision to the Premises Licence, including the change to pass responsibility to Parish Councillors, and amend the timings of the other licenced activities – ACTIONS – Clerk to action accordingly. Reference was also made to the requirement to obtain a 'music licence' in order to play recorded music etc. – ACTIONS – Clerk to investigate and report back at next meeting</p> <p>e) Agree arrangements for transporting back items in storage – matter deferred until next meeting</p> <p>f) Any other Restoration Project matters that need to be discussed – Questions were raised regarding the suggested repairs to the sliding doors which had been noted at the last meeting. The Clerk confirmed that a quote for the work had yet to be received from the contractor.</p>
18/19-135	<p>Other Old School business There were none.</p>
18/19-136	<p>Date of next Committee Meeting Tuesday 23rd October 2018 – to be held in the Old School</p>
18/19-137	<p>Closure of meeting There being no further business the meeting was closed at 9.52pm.</p>