

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 6th November 2018
At 7.15 pm in the Old School, Market Lavington

Committee members in attendance: Cllr Myhill (Chairman), Cllr Davis, Cllr White, Cllr Padfield, Cllr Whitehorn and Diane Pearce-Harvey (Tuesday Club Trustee).

Others in attendance: Carol Hackett (Parish Clerk)

	AGENDA ITEM
18/19-165	Apologies for Absence Cllr Earley, Cllr Gordon and Mike Bridgeman (Tuesday Club Trustee) had sent apologies due to personal commitments, which were accepted.
18/19-166	Declarations of Interest and Dispensations to Participate There were none.
18/19-167	Minutes of Committee meeting The minutes of the Old School Committee held on 9th October 2018, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr Davis, seconded Cllr Padfield).
18/19-168	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.18pm.
18/19-169	Update on actions agreed at last meeting <ul style="list-style-type: none">a) Window blinds – The Clerk referred to the additional quotes she had obtained. Following further discussion it was agreed that thick, surface-mounted ‘roman blinds’ would be more suitable for the windows, and that quotes should be obtained for all the windows in the main room and dining area, including the doors between the main room and the Dr John Reid Room – ACTIONS – Clerk to obtain further quotes and report back to next meeting.b) TV Monitor in the Dr John Reid Room – Cllr Myhill reported that the company, who had previously quoted for the projector equipment, were now no longer able to carry out the installation. It had therefore been necessary to seek an alternative supplier. This supplier would be carrying out a site survey at the end of the week and had been instructed to also provide a quote for the TV monitor – ACTIONS – Cllr Myhill to provide details of all the quotes received for consideration at the next Full Council meeting.c) Display Cabinet/s – In the absence of Cllr Gordon, consideration of the quotes received was deferred until next meeting. The Clerk reported that the Museum Trustees Chairman had responded very positively to the idea of using the Old School as an additional venue to display some of the museums artefacts. The matter was due to be discussed further at the next Museum Board meeting.d) Wi-Fi – Cllr Davis provided details of the Evolve quote received. Following further discussion it was proposed by Cllr Davis, seconded by Cllr Padfield, and resolved to go ahead with the £55 per month option (unlimited Wi-Fi on new line – fibre). There would be some additional one-off set up fees to cover the cost of re-installing a phone line (if the previous one could not be re-instated), provision of router, and cabling for installation – ACTIONS – Cllr Davis to set-up contract on behalf of the Parish Council.e) Re-opening Launch Event – Members reviewed the updated Event Planning Summary. It was agreed that the user groups would be invited to put up information about their activities at the Open-Day on the Saturday. Cllr Davis noted that the ‘Just Giving’ page had automatically closed, so could not be promoted at the event. Cllr Myhill referred to a very generous donation from a local artist, who had offered a prize of a portrait to help raise funds for the Old School – Further consideration would need to be given as to how this could

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>best be used (initial thought to have a gala evening to include an auction) – ACTIONS – Clerk to update Event Planning Summary accordingly.</p> <p>f) Web-site – Cllr Myhill reported that he and the Clerk had met with a local IT expert to review the website, and it was anticipated that the site would be going live shortly. With regards to the hiring enquiry/booking element of the site, the practicalities of this just needed to be reviewed and considered further, before a final decision is made. Cllr Myhill also noted that he had registered the Old School on the 'Halls Hire' website which could also generate some bookings – ACTIONS – Update regarding the hiring enquiry/booking element of the site to be provided at next Full Council meeting.</p> <p>g) Licence applications – The Clerk referred to some further questions regarding the Premises Licence for consideration by members. Following a full discussion it was unanimously agreed not to progress with the inclusion of the 'supply of alcohol' option on the licence at the present time. Rather, the matter would be reviewed again, should hiring enquiries indicate that there was a demand for this facility – ACTIONS – Clerk to progress with submitting a variation for the existing Premises Licence to extend the permitted timings for the other licensable activities. The Clerk then referred to the quote obtained for the 'Music Licence' which allowed the legal playing of music through the radio, TV, other digital devices and live performances. It was proposed by Cllr Padfield seconded by Cllr Davis and resolved to accept the quote of £101 + VAT – ACTIONS – Clerk to obtain licence for Old School on behalf of Parish Council.</p> <p>h) New external signage – Cllr Davis reported that the Wiltshire Council Conservation Officer had insisted that the new signage be made of wood – ACTIONS – Cllr Davis to obtain some quotes from local contractors for consideration at the next meeting.</p>
18/19-170	<p>Old School Restoration Project</p> <p>a) Meeting held on Friday 26th October with Project Manager – Cllr Myhill reported that the Project Manager had been taken around the building and shown in detail the poor quality of the windows, and had gone away with a list of matters to be rectified, for discussion with the building contractor. He also noted that the security glass in the door window by the toilets had now been replaced and the contractor would need to return to make good the paintwork. A couple of other areas where painting had been missed had also been identified – ACTIONS – Clerk to follow-up all these matters with Project Manager.</p> <p>b) Outstanding work yet to be authorised / completed – The Clerk referred to an initial specification and quote received from the building contractor to repair the internal sliding doors. In view of the amount quoted, it was recognised that additional quotes would need to be obtained before a decision could be made – ACTIONS – Clerk to seek two additional quotes using the specification provided by the building contractor for consideration at the next meeting.</p> <p>c) Projector equipment – See minute number 169b.</p> <p>d) Requirement for any security improvements – Following a full discussion the following actions were agreed – Obtain two solar-powered security lights to cover the courtyard area and rear of building adjacent to 20 Church Street – ACTIONS – Cllr Myhill to purchase on behalf of the Parish Council. To obtain quotes to supply and install metal gates at the rear of the building, to be positioned between the rear outbuilding wall and the brickwork to the left of the kitchen window – ACTIONS – Clerk to obtain quotes for consideration at next meeting.</p> <p>e) Requirement for any additional insurance cover – It was recognised that there would need to be a number of items added to the Parish Council insurance schedule as a result of the restoration project i.e. projector equipment, TV etc. Approval was given for the Clerk to arrange for these items to be added to the insurance schedule as and when they were purchased – ACTIONS – Clerk to action when necessary.</p> <p>f) Any other Restoration Project matters that need to be discussed – There were</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

	none.
18/19-171	<p>Other Old School Matters</p> <p>a) Hiring Charges – The Clerk provided some additional information regarding the hiring fees charged by the Community Hall, and noted the implications that this would have on the Old School hiring charges considered at the last meeting. She then referred to some alternative proposed hiring charges for the members to consider. Following further discussion it was proposed by Cllr Myhill seconded Cllr White, and resolved to approve the hiring charges for the Old School as detailed: Rate 1 (Community/ Charity Regular Users i.e. Guides, Tuesday Club, Mums & Chums etc.) £6 per hour incl. VAT. Rate 2 (Other Regular Users i.e. Keep fit / Village residents) £8 per hour incl. VAT. Rate 3 (Commercial / Non-Village residents) £15 per hour incl. VAT. Dr John Reid Room to be charged as an extra facility at £6 per hour incl. VAT.</p> <p>b) Youth Club – Cllr Whitehorn noted that his contact no longer worked for the Youth Club. It was therefore agreed to contact the Youth Club directly, and invite them to come and see the newly restored building, and meet with a few members to discuss the Friday night sessions – ACTIONS – Clerk to organise.</p> <p>c) Maintenance matters that need to be dealt with – It was noted that the drains to the rear of the side courtyard may need looking at to ensure they weren't blocked – ACTIONS – Clerk to discuss with Cllr Gordon.</p>
18/19-172	<p>Other Old School business</p> <p>The Clerk noted that she had contacted the Parish Council's Solicitor to seek clarification with regards to the responsibility for maintenance of all the boundary walls surrounding the Old School. A response had yet to be received. Following a brief discussion it was agreed that the remaining items in the storage container would be removed as soon as possible and the keys returned.</p>
18/19-173	<p>Date of next Committee Meeting</p> <p>Tuesday 27th November 2018 – to be held in the Old School at 7.15pm</p>
18/19-174	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 9.16 pm.</p>