

MARKET LAVINGTON PARISH COUNCIL

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

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VAT Registration Number: 296 9715 35

Minutes of the **Old School Committee Meeting** of the Parish Council
Held on Monday 10th December 2018
At 7.15 pm in the Old School, Market Lavington

Committee members in attendance: Cllr Myhill (Chairman), Cllr White, Cllr Earley, Cllr Gordon, Mike Bridgeman and Diane Pearce-Harvey (Tuesday Club Trustee – arrived at 7.22pm).

Others in attendance: Carol Hackett (Parish Clerk)

	AGENDA ITEM
18/19-217	<p>Apologies for Absence Cllr Padfield had sent apologies due to personal commitments, which were accepted. Apologies were received from Cllr Davis after the meeting. Absent Cllr Whitehorn.</p>
18/19-218	<p>Declarations of Interest and Dispensations to Participate There were none.</p>
18/19-219	<p>Minutes of Committee meeting The minutes of the Old School Committee held on 27th November 2018, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr Gordon, seconded Cllr Earley).</p>
18/19-220	<p>Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.17pm.</p>
18/19-221	<p>Update on some actions agreed at last meeting</p> <p>a) Discussions with Project Manager and Contractor regarding replacement windows and secondary glazing – Cllr Myhill referred to the correspondence received from the Project Manager in response to the questions raised by the committee at the last meeting. Although members noted that the expectation for the project had been that the work to the windows would have included repairs to the existing damaged stone surrounds, it was accepted that the actual specification given to the contractor did not specifically detail this requirement, and as such these repairs were not included in the contract price. Members then considered the subsequent quote received from the contractor to carry out repairs to the interior of the stone surrounds, and from an external Stone Mason to carry out the exterior repairs – ACTIONS – Clerk to liaise with Project Manager, requesting he clarify the wording of the quote with the contractor to determine the extent of the repairs, before issuing a formal instruction. Approval for additional expenditure to be sought at next full Parish Council meeting. It was noted that the correspondence also referred to the fitting of secondary glazing to the three cloakroom windows, which the Project Manager believed had not taken place, and Members questioned why this had not been noticed previously by him. Following further discussion, it was therefore agreed to instruct the Project Manager to carry out a full review of both the high and low project specifications to determine whether all the other required work had been completed, or if there were any other outstanding jobs – ACTIONS – Clerk to liaise with Project Manager accordingly. Cllr Myhill referred to the agreement received from the Project Manager to cover the cost of the repairs to the sliding doors from his 'retention amount'. It had however subsequently been realised, that this amount was insufficient to cover the cost, so the Project Manager was currently seeking advice on how this should best be resolved. Cllr Myhill then referred to problems last week with water getting into some of the external light fittings and fusing the electrical system. The lights had been dis-connected and would be replaced by the contractor – ACTIONS – Clerk to follow up and ensure work carried out as soon as possible.</p>

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	<p>Reference was then made to correspondence received from the contractor reporting that the window installer was only able to source UPVC chamfered profile trim to put around the internal edge of the Crittal windows – ACTIONS – Clerk to liaise with Project Manager and Conservation Officer to determine if this was acceptable or not.</p> <p>b) Old School Cleaner – Consider whether current number of contracted hours is sufficient – The Clerk referred to a recent discussion she had had with the Cleaner, who had indicated that currently she was able to complete the work within the allocated 2.5 hours. It was noted however, that the job specification following the restoration had been updated, with some additional work added. It was therefore agreed to review the situation in a few weeks, after the Cleaner had had the opportunity to work with the new specification – ACTIONS – Clerk to provide cleaner with new job specification, talking through it with her, and then follow up in January.</p>
18/19-222	<p>Re-opening Launch Event – Friday 25th January 2019 Following a full discussion arrangements were finalised for the re-opening event, and responsibilities allocated – please see attached updated ‘Event Planning Summary’ document.</p>
18/19-223	<p>Other Old School business The Clerk referred to a list of issues that had been identified whilst volunteers had been tidying up around the Old School – ACTIONS – Clerk to refer issues to Project Manager to determine if covered in the Restoration contract. Mike referred to recent correspondence with the photographer who may also be able to help with advice regarding acoustic panels. Following further discussion, it was agreed that Mike would liaise with the photographer and Museum Curator regarding photographs and possible positioning of the panels. Mike noted that he had yet to receive formal notification from Wiltshire Council regarding the Tuesday Club’s Area Board grant, although it was expected at any time. Following further discussion, it was agreed that the red chairs could now be disposed of – ACTIONS – Cllr Myhill and Tuesday Club to advertise sale of chairs. Cllr White referred to recent meetings with representatives from West Lavington Youth Club, during it which it was confirmed that the numbers attending the Friday night sessions had remained the same during the period of the Restoration Project, when they had been held at West Lavington. It had therefore been the general consensus from both parties that the Friday night session should remain in West Lavington. It was noted that continuation of existing funding, would be subject to final approval at the next full Parish Council meeting.</p>
18/19-224	<p>Date of next Committee Meeting Date to be arranged.</p>
18/19-225	<p>Closure of meeting There being no further business the meeting was closed at 9.08pm.</p>