

# MARKET LAVINGTON PARISH COUNCIL

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

Tel: 01225 760372 or Email: [marketlavpc@gmail.com](mailto:marketlavpc@gmail.com)

VAT Registration Number: 296 9715 35

Minutes of the **Old School Committee Meeting** of the Parish Council

**Held on Tuesday 29th January 2019**

**At 7.15 pm in the Old School, Market Lavington**

**Committee members in attendance:** Cllr Myhill (Chairman), Cllr White, Cllr Earley, Cllr Davis, Cllr Gordon, and Mike Bridgeman (Tuesday Club Trustee).

**Others in attendance:** Carol Hackett (Parish Clerk)

	<b>AGENDA ITEM</b>
18/19-289	<b>Apologies for Absence</b> Cllr Padfield and Diane Pearce-Harvey (Tuesday Club Trustee) had sent apologies due to personal commitments, which were accepted.
18/19-290	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
18/19-291	<b>Minutes of Committee meeting</b> The minutes of the Old School Committee held on 3rd January 2019, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr White, seconded Cllr Davis).
18/19-292	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.16pm.
18/19-293	<b>Update on actions agreed at last meeting</b> <ul style="list-style-type: none"> <li>a) Window Blinds – Considered at full Parish Council meeting 15/1/19 – Update: The Clerk confirmed that the blinds had now been ordered and it was hoped that they would be ready for fitting in the next couple of weeks. She noted that the supplier had agreed a £50 discount on the original price.</li> <li>b) Acoustic panels – Considered at full Parish Council meeting 15/1/19 – Update: The Clerk reported that permission had now been obtained from the copyright owner of the photographs in the Museum which would be reproduced on the acoustic panels if they were required i.e. the effectiveness of the blinds will be reviewed before any further action is taken. Cllr Myhill also noted that permission had been obtained from the copyright owner, for a photograph to be taken of a painting in the Museum.</li> <li>c) CCTV cameras / alarm system – Considered at full Parish Council meeting 15/1/19 – It was noted that approval had been given at that meeting, as per the recommendation of the Old School Committee, with the order to be placed as and when the finances for the Restoration Project had been reviewed.</li> </ul>
18/19-294	<b>Old School Restoration Project</b> <ul style="list-style-type: none"> <li>a) Window repairs and secondary glazing – Cllr Myhill reported that the secondary glazing had now been fitted properly and sealed, the interior stone window frame repairs carried out, and everything painted as required. Recent email correspondence from the Contractor, received via the Parish Council Project Manager, had questioned the payment for the interior window repairs. Members present at the onsite meeting with the Contractor's Project Manager, referred to the verbal agreement made, for the Contractor to cover the cost of the interior stone window frame repairs, with the Parish Council covering the cost of the exterior repairs – <b>ACTIONS</b> – Clerk to refer matter back to Parish Council Project Manager for him to liaise with the Contractor. Mike Bridgeman noted that the outstanding secondary glazing units for the end window in the Dr John Reed room, and the middle toilet window, would hopefully be fitted during the half term break when the contractors would be back on site. Reference was also made to the front toilet window, which it had been recognised was rotten beyond repair, and would need to be replaced –</li> </ul>

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	<p><b>ACTIONS</b> – Clerk to refer matter back to Parish Council Project Manager for him to liaise with Contractor to chase up quote.</p> <p>b) Outbuilding mould issues – It was noted that the mould was continuing to grow on the outbuildings ceiling. Although it had originally been thought by the Parish Council Project Manager that the mould had been caused by poor ventilation, and subsequent instructions issued to the Contractor to install air vents etc. it was now generally accepted that the problems had occurred due to the use of wet/damp board on the roof (the board on the underside of the outside canopy between the main building and the outbuilding is also showing signs of mould). Concerns were raised regarding the future effect this may have on the new roof covering, and any warranty etc. – <b>ACTIONS</b> – Clerk to request Parish Council Project Manager liaise with Contractor to seek assurance that the Parish Council will not be charged for the mould treatment due to be undertaken in half term, to ascertain what the warranty/guarantee period is for the outbuildings roof, and seek assurance that this will not be affected by the use of wet/damp board. Also to question the necessity for the instruction to install new air vents and the subsequent cost to the Parish Council.</p> <p>c) Snagging / other outstanding issues – It was noted that electric heater in the middle toilet appeared to have an intermittent power supply issue – <b>ACTIONS</b> – Clerk to refer matter to Parish Council Project Manager. The floodlight at the front of the building is still not angled correctly – <b>ACTIONS</b> – Cllr Davis to investigate. One of the radiators in the Dr John Reed room not working – <b>ACTIONS</b> - Cllr Gordon to check the thermostat. Repairs to pavement in front of number 20 Church Street – <b>ACTIONS</b> – Cllr Davis to liaise with owner of number 20 to ascertain if or not the pavement is listed, and agree the extent of the repair work.</p>
18/19-295	<p><b>Re-opening Launch Events</b></p> <p>a) Review the two events held, and consider what further marketing and publicity activity is required – Cllr Myhill reported that the Opening Event on Friday 25<sup>th</sup> of January had gone well and had been very well attended, generating a lot of interest. The Open Day on the Saturday had also generated hiring interest. Following a full discussion the following further marketing and publicity actions were agreed:</p> <ol style="list-style-type: none"> <li>i. Cllr Early – to prepare a document detailing local entertainers and caterers etc. as a useful source of information for people hiring the Old School for parties etc.</li> <li>ii. Cllr Myhill – to seek permission to place a bundle of flyers in the Post Office</li> <li>iii. Clerk – to prepare an advert for regular inclusion in the Church Magazine</li> <li>iv. Cllr Davis – to draft a design for some ‘Business Cards’</li> </ol> <p>b) Consider if any further events should be held – It was agreed to hold an ‘Introduction Event’ for the newly formed ‘Friends of Old School’, which would be followed by half yearly ‘update / thank you’ events. Suggestions for holding evening lectures i.e. Heritage lectures were also made, and would be considered further at future meetings.</p>
18/19-296	<p><b>Old School General Matters</b></p> <p>a) Donation offered – Mike Bridgeman updated members on the situation regarding the donation, and passed over an envelope containing a cheque from the donor. Cllr Myhill offered the formal thanks of the Parish Council for the donation, which Mike agreed to pass on to the donor.</p> <p>b) Mat for entrance between dining area and lobby – Following a brief discussion it was proposed by Cllr Davis, seconded by Cllr Early and resolved to move the existing mat in front of the rear door. to the lobby area, and purchase two further mats (0.9m X 1.5m) for the rear door and the double doors leading in to the dining area from the lobby – <b>ACTIONS</b> – Clerk to purchase two additional mats.</p>

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	<p>c) Consider any maintenance matters that need to be dealt with – Mike detailed the proposal for the ‘friends’ to replace some of the woodwork on the outside of the windows in the Dr John Reed room. Members approved this proposal and Cllr Davis offered to supply the hard wood needed. Cllr Davis demonstrated the need for an additional light switch in the toilet lobby area, which members duly supported – <b>ACTIONS</b> – Clerk to obtain quote from local electrician to install additional light switch, and enquire regarding possibility of dimming the lights in the main hall.</p> <p>d) Other Old School business - Opportunity for individual Councillors / Non-Councillors / Clerk to bring any matter not on the agenda to the Committees attention – for information - Mike requested a booking for the Tuesday Club Spring Sale – <b>ACTIONS</b> – Clerk to check dates and confirm. Cllr Myhill referred to the issues with storage in the outbuildings – <b>ACTIONS</b> – Clerk to contact user group with a deadline of 15<sup>th</sup> of February for sorting of equipment. Cllr Gordon confirmed that the Tuesday Club tables and chairs had been ordered, with delivery expected within a couple of weeks. Cllr Davis confirmed that he hoped to carry out the PAT tests for the Old School shortly.</p>
18/19-297	<b>Date of next Committee Meeting</b> Date to be arranged.
18/19-298	<b>Closure of meeting</b> There being no further business the meeting was closed at 8.46pm.