

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 12th March 2019** **At 7.15 pm in the Old School, Market Lavington**

Committee members in attendance: Cllr Myhill (Chairman), Cllr White, Cllr Earley, Cllr Padfield, Cllr Davis, Cllr Gordon, Mike Bridgeman – arrived at 7.52pm (Tuesday Club Trustee) and Diane Pearce-Harvey – arrived at 7.22pm (Tuesday Club Trustee).

Others in attendance: Carol Hackett (Parish Clerk)

	AGENDA ITEM
18/19-354	Apologies for Absence None – all members present
18/19-355	Declarations of Interest and Dispensations to Participate There were none.
18/19-356	Minutes of Committee meeting The minutes of the Old School Committee held on 29th January 2019, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr Davis, seconded Cllr White).
18/19-357	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.16pm.
18/19-358	Update on actions agreed at last meeting <ul style="list-style-type: none">a) Window Blinds – Members considered that the new blinds had marginally improved the acoustics within the hall, however, there was a need for further improvement. With this in mind, it was agreed to resurrect enquiries regarding acoustic panels – ACTIONS – Matter to be discussed further at next meeting.b) CCTV cameras / alarm system – Listed Building Consent (LBC) application - The Clerk reported that the application was now almost ready to submit, subject to clarification of a couple of outstanding matters. Members agreed the proposed design and position for the hand-rail – ACTIONS – Clerk to submit LBC application ASAP. The problem with young people congregating at the rear of the Old School was discussed further, and it was agreed that a meeting with the Wiltshire Council Conservation Officer and a Security Consultant would be helpful, to consider what actions might be appropriate to secure the area – ACTIONS – Clerk to organise on-site meeting.c) Installation of Broadband – Cllr Davis reported that no response had been received from the company, so would chase-up and report back at the next meetingd) Interior window repairs – Considered at full Parish Council meeting 19/2/19 – It was noted that approval had been given at that meeting to cover the cost of the repairs £2,770 + VAT.e) Replacement front toilet window - Considered at full Parish Council meeting 19/2/19 – It was noted that approval had been given at that meeting to cover the cost of a new window £695 +VAT.f) Additional light switch in toilet lobby area / enquiry whether main hall lights could be dimmed – The Clerk referred to the quote received from a local contractor for £230 + VAT for the additional light switch. Following a brief discussion it was proposed by Cllr Davis, seconded by Cllr Gordon and resolved to accept the quote from DC Mortimer Electrical Services Ltd – ACTIONS – Clerk to instruct contractor accordingly. It was noted that the model of light fitting in the main hall could not be dimmed, it was therefore suggested that portable standard lamps might be suitable for use on occasions.g) PAT's tests – Cllr Davis noted that he hoped to carry out the tests in the

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	<p>coming weeks.</p> <p>h) External signage – Cllr Davis reported that the contractor was making progress with the main sign, but was currently on holiday. He would be contacting the museum to discuss refurbishment of their sign attached to the railings at the front of the building.</p>
18/19-359	<p>Old School Restoration Project</p> <p>a) Outbuilding mould issues – Cllr Myhill referred to the recent on-site meeting held with the Parish Council’s Project Manager, Snape’s project Manager and a representative from the roofing Company. Readings taken with a damp meter, showed an extremely high moisture level content in all three outbuildings, particularly on the back wall. Three anti-mould treatment test patches had been applied to the ceiling of the middle outbuilding, and would be left for a week before being reviewed for effectiveness. The Clerk advised that the Project Manager would be meeting on-site with a Specialist damp proofing company tomorrow to review the situation and discuss possible solutions. Following further discussion, it was recognised that with limited funding available, if ‘tanking’ the outbuildings was considered to be the best solution, this might be something that volunteers would need to undertake.</p> <p>b) Snagging / other outstanding issues – Cllr Myhill noted that the concrete platform at the top of the steps leading up to the museum still needed to be repaired (for the second time), along with the pavement in front of number 20 Church Street. The Clerk confirmed that the contractor would be on-site on 14/3/19 to replace the faulty exterior light at the front of the building, and re-position the light at the rear of the building (move away from above the boiler flue which was effecting the sensors). She then referred to the missing external light at the top of the steps on the right hand side building entrance, which had also been discussed at the recent on-site meeting, and the subsequent quote received from the contractor for its provision. Following a brief discussion it was considered that the contractor should cover the cost of re-instating a fully-working light that they chose to remove – ACTIONS – Clerk to liaise with contractor regarding this matter.</p> <p>c) Exterior window repairs – Mike reported that the contractor had been delayed, but that this would be his next job.</p>
18/19-360	<p>Old School Marketing and Publicity</p> <p>a) Update on actions agreed at last meeting</p> <p>i. Document detailing local entertainers and caterers etc. – Cllr Earley noted that she had not yet prepared the document, but hoped to do so shortly.</p> <p>ii. Church Magazine advert – Cllr Gordon briefed members on the existing historic advertising arrangements agreed by the magazine, for the Church and Parish Council. Based on the current ‘page usage’ by the Parish Council, it was recognised that the Old School bookings advert could be accommodated within the agreed four-page allowance – ACTIONS – Clerk to liaise with magazine Treasurer.</p> <p>iii. Business Cards – Cllr Davis noted that he had not yet prepared the design, but hoped to do so shortly.</p> <p>b) ‘Friends of Old School, introduction meeting held on 2nd March – It was reported that only one volunteer had attended the meeting, which had been rather disappointing, however a couple of other people had offered help with specific jobs – ACTIONS – Cllr White and Mike Bridgeman to follow-up with volunteers and organise some working parties.</p> <p>c) Old School current and future bookings – Members reviewed the document circulated by the Clerk prior to the meeting, summarising the expected income over the next 5 months. Although regular bookings had increased, it was recognised that the focus now needed to be on attracting more one-off bookings for parties etc. It was agreed that a ‘feedback’ form would be useful to receive comments back from both regular users and one-off hirers – ACTIONS – Clerk to design feedback form.</p>

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	<p>d) Start planning future events i.e. Heritage Lectures etc. – Following a brief discussion it was agreed that it would be prudent to finish addressing the acoustics issue first, before arranging any larger scale events. Cllr Earley did however agree to discuss planned arrangements for the Imber Bus weekend with St. Arbucks and the Museum.</p>
18/19-361	<p>Old School General Matters</p> <p>a) Old School cleaner hours – The Clerk reported that the Cleaner felt the current number of hours she worked, was sufficient to carry out the jobs required, and she did not want to increase her hours from 2.5hr to 3hrs per week. Following a brief discussion it was therefore suggested that the 'Friends Volunteers' could be asked to check the cleanliness of the hall before any one-off bookings occurring at weekends etc. if required.</p> <p>b) AV provision Dr John Reid Room, Phase two – The Clerk referred to the current financial position for the project, noting that with the other outstanding issues i.e. mould and acoustics still to be fully dealt with, it might be prudent to defer phase two for the time being. Members agreed – ACTIONS – Matter to be diarised for future consideration.</p> <p>a) Parish Council insurance renewal documents – The Clerk referred to the renewal documents which had been circulated with the agenda papers. Members reviewed the items included within the policy which came under the remit of the OS committee, and agreed to delete the existing specific items contents cover for the Old School (gaming equipment, now used by the Youth Club in West Lavington) and replace with cover for the new tables and chairs (£2,500) and new AV equipment (£3,250). The existing buildings value on the policy was considered sufficient - ACTIONS – Clerk to liaise with insurance company.</p> <p>c) Consider any maintenance matters that need to be dealt with – Grout filling around the bottom of the wall tiling in the kitchen breaking up, and needed to be replaced with sealant – ACTIONS – Cllr White agreed to arrange for work to be carried out.</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 – There was none.</p>
18/19-362	<p>Date of next Committee Meeting Date to be arranged.</p>
18/19-363	<p>Closure of meeting There being no further business the meeting was closed at 8.55pm.</p>