

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 Tuesday 22nd October 2019

At 7.15 pm in the Old School, Market Lavington

Committee members in attendance: Cllr Myhill (Chairman), Cllr Padfield, Cllr Gordon and Mike Bridgeman – arrived at 7.50pm (Friend of the Old School).

Others in attendance: Carol Hackett (Parish Clerk)

	AGENDA ITEM
19/20-171	Apologies for Absence Cllr White, Cllr Earley, Cllr Davis and Diane Pearce-Harvey had sent apologies due to personal commitments, which were accepted. It was noted that Mike Bridgeman was no longer a trustee of the Tuesday Club. It was therefore agreed that he would continue as a member of the committee, in his role as 'Friend of the Old School'. As the Tuesday Club were no longer meeting at the Old School, it was also agreed to contact Diane Pearce-Harvey to ask whether or not she wished to remain as a member of the committee – ACTIONS – Clerk to action accordingly.
19/20-172	Declarations of Interest and Dispensations to Participate There were none.
19/20-173	Minutes of Committee meeting The minutes of the Old School Committee held on 25th June 2019, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr Padfield, seconded Cllr Gordon).
19/20-174	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.18pm.
19/20-175	Update on actions agreed at last meeting <ul style="list-style-type: none">a) Hall Acoustics – Cllr Myhill referred to the revised quote he had obtained for 8 Acoustic Art Panels (100cm X 100cm) of £1,923.33 + VAT. Agreement had already been reached for photographs to be printed on 6 of the panels which would be located along the side walls of the main hall. The other 2 panels which would be located on the end wall would be left blank i.e. being white in colour they would match the wall colour. Cllr Myhill confirmed that the photographs needed to be CMYK 300 dpi resolution, to ensure the images would be sharp enough when enlarged and printed on the panels. The Clerk referred to some advice that she had received, recommending that the panels be attached to the walls using 'z' clips to provide a gap between the back of the panels and the wall, to maximise the acoustic benefits – ACTIONS – Clerk and Mike Bridgeman to organise taking of photographs. Clerk then to place order.b) PAT's tests – Clerk to seek update from Cllr Davis after the meeting.c) External signage – Cllr Davis had advised the Clerk prior to the meeting that the main sign had been completed, and that he was due to pick it up, along with the accompanying invoice shortly.d) Fire Risk Assessment Annual review - Update from Cllr Davis following review of referencing errors – The Clerk noted that she had just received notification from the company who carried out the original assessment, that the Annual Review was due in November. Following a brief discussion, it was proposed by Cllr Myhill, seconded by Cllr Gordon, and resolved to instruct CP Fire Consultants Ltd to carry out the Annual Review, and check the referencing errors at the same time.
19/20-176	Old School Restoration Project <ul style="list-style-type: none">a) Snagging / other outstanding issues – The Clerk confirmed that the last

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	<p>remaining snagging issues had been completed – repairs to section of pavement outside number 20 Church Street, adjustments to electricity meter cover to allow access to main power switch, and removal of mould on underside of outbuildings ceilings. The retention amount had now been paid to both the main contractor and Project Manager. Cllr Gordon reported that there were still problems with the security light at the front of the building. Following a brief discussion, it was agreed to contact a local electrician to replace the light – ACTIONS – Clerk to arrange.</p> <p>b) Outbuildings – Cllr Gordon reported that the new commercial dehumidifier had been installed in the right-hand storeroom and was working well. Adjustments to the settings would be made to normalise the humidity levels, and agreement was given to cover some of the existing air vents with cardboard to help with this. Reference was then made to the puddles which had appeared on occasions on the floor of the middle storeroom. There was some uncertainty as to where the water was coming from, but it appeared not to be coming up from the ground, or the roof, so it was likely that it was seeping through the back wall. It was agreed to monitor the situation and try and ensure that leaves and other detritus were cleared up from around the storerooms as much as possible.</p>
19/20-177	<p>Old School Budget Review spending for this financial year and consider draft budget and business plan for next financial year - The Clerk referred to the document circulated to members prior to the meeting, which detailed the actual income and expenditure for the Old School for 2018/19, and the estimated figures for 2019/20 as at 31/10/19, comparing them against the budgeted figures.</p> <p>Budget for next Financial Year: Working through the sheet, members considered the initial suggested budget figures for 2020/21 as proposed by the Clerk and made several revisions. <i>Receipts:</i> Unfortunately, income from regular user groups and one-off bookings had not increased as much as anticipated following the restoration. Although it was recognised therefore, that more emphasis needed to be given to marketing the improved facilities, members were cautious not to over-estimate the budget income figure. It was also agreed therefore, that it would not be appropriate to consider an increase in the hiring rates for the coming year. <i>Payments:</i> Increases had been factored into the budget for insurance (additional items to insure i.e. CCTV), electricity and marketing. With most of the new items either now already purchased or budgeted for i.e. acoustic panels, the ‘maintenance / new equipment’ budget was therefore reduced. This resulted in the overall budget requiring £1,954.50 more funding than 2019/20. It was proposed by Cllr Padfield seconded by Cllr Myhill and resolved to present the amended draft budget to the Management & Finance Committee for their consideration (Total budgeted income 2020/21 £3,017.50, total budgeted expenditure £6,571).</p> <p>Business Plan: To increase marketing and maximise usage of the Old School as a community facility.</p>
19/20-178	<p>Old School Marketing and Publicity</p> <p>a) Update on actions agreed at last meeting</p> <ol style="list-style-type: none"> i. Document detailing local entertainers and caterers etc. – In her absence, Cllr Earley to be contacted after the meeting for an update. ii. Business Cards – In his absence, Cllr Davis to be contacted after the meeting for an update. <p>b) ‘Friends of Old School – Mike noted that he and Bob continued to keep the outside of the building as tidy as possible, clearing up leaves and rubbish etc. Further planned jobs were to organise a ‘maintenance day’ in the spring, for general maintenance and deep cleaning of the interior of the building.</p> <p>c) Old School bookings – The Clerk reported that a couple of regular user groups had cancelled their bookings and some others had reduced their time of hiring during the last few months. Following a full discussion, the following actions to</p>

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	<p>further market the facility were agreed, to complement the ideas already being prepared (as detailed in (a) above) – Pay for regular monthly advertisement in the local village magazines / write directly to organisations and groups suggesting the facility as an additional venue for expanding into a new area / design a new eye-catching marketing design which can be used on Facebook, posters etc. – ACTIONS – Clerk to ask local contact if they are able to help with this.</p> <p>d) Old School 'Feedback' forms – Review comments received – The Clerk reported that all the feedback received had been very positive, with no negative comments – ACTIONS – comments from feedback forms to be used in marketing material.</p>
19/20-179	<p>Old School General Matters</p> <p>a) Consider any maintenance matters that need to be dealt with – There were none.</p> <p>b) Other Old School business – The Clerk noted that new arrangements had been put in place for the key to the CCTV cabinet, and that a regular monthly check of the system would now be undertaken to ensure it was operating correctly. Information about the CCTV had been included on the Old School website and on the booking 'Terms and Condition of Hiring' form – ACTIONS – Clerk to update DPIA with new arrangements for consideration of approval at next committee meeting and advise the four CCTV appointed operatives. Cllr Myhill to liaise with installation contractor for further instruction on how recorded information can be copied if required.</p>
19/20-180	<p>Date of next Committee Meeting</p> <p>Date to be arranged as necessary.</p>
19/20-181	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 8.38pm.</p>