

# 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)

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Minutes of the **Old School Committee Meeting** of the Parish Council  
**Held on Tuesday 25th February 2020**  
**At 7.15 pm in the Old School, Market Lavington**

**Committee members in attendance:** Cllr Myhill (Chairman), Cllr Padfield, Cllr Gordon, Cllr Earley, Cllr White, Cllr Davis and Mike Bridgeman – arrived at 8.05pm (Friend of the Old School).

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

	<b>AGENDA ITEM</b>
19/20-287	<b>Apologies for Absence</b> a) None, all members present. b) The Clerk noted that a notice of resignation had been received from Mrs Diane Pearce-Harvey, which had been accepted by the Committee Chairman. A letter of thanks and flowers had been sent on behalf of the committee to Mrs Pearce-Harvey, and a subsequent card of thanks received back.
19/20-288	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
19/20-289	<b>Minutes of Committee meeting</b> The minutes of the Old School Committee held on 22nd October 2019, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr White seconded Cllr Gordon).
19/20-290	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.17pm.
19/20-291	<b>Update on actions agreed at last and previous meetings</b> a) PAT's tests – Cllr Davis reported that he had completed the tests. The five appliances and one extension lead had all passed, but the microwave had not passed the microwave radiation leakage test. The Clerk reported that the microwave had now been replaced. b) External signage – Cllr Davis noted that he would be visiting the contractor tomorrow, and hoped to be able to pick up the finished sign then. c) Data Protection Impact Assessment (DPIA) – Members reviewed the document, which had been updated to reflect changes in the cabinet key arrangements, and requirement for monthly check of CCTV system. During the discussion it was also recognised that it would be prudent to add an additional 'appointed Parish Council representative' who could be readily available, should there be a requirement to review the CCTV footage after an incident. It was agreed that Cllr Gordon would fulfil this role. It was proposed by Cllr Myhill seconded by Cllr Padfield and resolved to approve the updated document, subject to the further amendment as detailed above – <b>ACTIONS</b> – Clerk to update the DPIA accordingly and circulate updated document to members.
19/20-292	<b>Outbuildings</b> It was agreed that the industrial dehumidifier being used in the right-hand outbuilding was working well, and there was currently no evidence of any mould or damp problems. No further action therefore required at this time.
19/20-293	<b>Acoustic panels</b> It was agreed that the acoustic panels were being effective in deadening the sound, and looked aesthetically pleasing. Feedback from users had so far been positive. No further action therefore required at this time.
19/20-294	<b>Annual Fire Risk Assessment (November 2019)</b> The Clerk reported that the assessment had confirmed that all the necessary regular

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	<p>checks, and required equipment was now satisfactorily in place. The next assessment was therefore not required until November 2021.</p>
19/20-295	<p><b>Plain Action Grant (Restoration Project) – Post Payment Monitoring Reports</b></p> <p>a) First Year's report (submitted 22/1/20) – Contents of report were noted by members.</p> <p>b) Remaining agreed 'outputs' (to be completed after year three) – Members discussed in detail how the remaining agreed 'outputs' could be achieved. Initial thoughts included the engagement of a part-time contractor to help with the maintenance and upkeep of both the interior and exterior of the building, which it was recognised was vitally important to encourage and retain existing and potential new bookings. It was suggested that a joint approach with the adjacent Church and Museum may be appropriate and offer more flexibility i.e. the role might be more appealing to someone if there were more contracted hours offered – <b>ACTIONS</b> – Cllr Gordon to discuss this proposal with the Church and Museum. Another suggestion was to engage someone to help with 'Marketing' and generating new business for the Old School – <b>ACTIONS</b> – Cllr Earley to liaise with local contact for help with ideas. Cllr Myhill and Clerk to place notice in magazine, to look for someone who may be interested in this role, with a view to exploring how the role might work, and expand over time, and also remuneration options etc.</p>
19/20-296	<p><b>New Hand Rail at front right-hand side of main building (Listed Building Consent dated 18/6/19)</b></p> <p>It was recognised that work would need to be carried out within three years of the Listed Building Consent. With this in mind it was agreed to start the process of obtaining quotes – <b>ACTIONS</b> – Clerk to obtain quotes for consideration.</p>
19/20-297	<p><b>Old School Marketing and Publicity</b></p> <p>a) Update on actions agreed at last and previous meeting</p> <p>i. Document detailing local entertainers and caterers etc. – Cllr White agreed to take on the responsibility of preparing the document.</p> <p>ii. Business Cards – Cllr Davis noted that he had now finalised the draft design and would circulate it to members.</p> <p>iii. New eye-catching marketing design – The Clerk reported that no update was available – <b>ACTIONS</b> – Cllr Earley to discuss with local contact.</p> <p>b) Old School bookings – Members reviewed the current situation, and considered ways of increasing bookings. In addition to the actions discussed and agreed, as detailed in item 19/20-295b, the following actions were also approved:</p> <ul style="list-style-type: none"> <li>• Reduce the hiring rate for 'Commercial / Non-Village residents' (rate 3) from £15 to £12 per hour, to be more competitive with other local village halls. To be reviewed in 6 months (Proposed Cllr Davis seconded Cllr White) – <b>Clerk to amend hiring rate sheet on Notice Board, and request update on website information page.</b></li> <li>• Create a Marketing Brochure to be used for targeted mail-shot and general marketing purposes - <b>Cllr Davis to design.</b></li> <li>• Alcohol licence – it was recognised that the time, cost and effort of having to obtain a Temporary Events Notice (TEN's) for the sale of alcohol at certain events, could be putting off some potential hirers. The cost for inclusion of alcohol sales on the Old School premises licence would cost £100 for the initial variation, and £70 pa renewal fee thereafter. Following a full discussion, it was agreed that initially, we should investigate if it was possible for the Parish Council to take on the responsibility of obtaining an alcohol licence should it be required as part of a booking enquiry, and what the implications for this would be – <b>Clerk to investigate further.</b></li> <li>• Advert in Village Magazine – Remind magazine editor of agreement to include hiring information for Old School in magazine if there is room –</li> </ul>

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	<p style="text-align: center;"><b>Clerk to liaise with magazine editor.</b></p> <p>c) Old School 'Feedback' forms – The Clerk detailed the comments received on returned feedback forms. The feedback was generally very positive, with only two specific matters raised, both of which were already being addressed (signage, and ensuring heating is turned on early enough for bookings).</p>
19/20-298	<p><b>Old School General Matters</b></p> <p>a) 'Friends of Old School'</p> <p>i. Mike Bridgeman briefed members on the work carried out over recent months – Clearing around the exterior of the building remained a priority mainly due to the overhanging trees and detritus that comes down the steps from the museum courtyard. This has been resolved to some degree following the cutting back of some of the trees, but could be improved further by installing a new step at the top of the steps to contain the detritus.</p> <p>ii. 'Maintenance / Cleaning' Day – Date agreed as <b>Saturday 25<sup>th</sup> April</b>. Mike Bridgeman provided a list of maintenance jobs that could be undertaken during the event – <b>ACTIONS</b> – Clerk to ensure notice placed in next edition of Magazine and posters put up around the village and on Facebook.</p> <p>b) Heating Thermostat – Members considered that this was not necessary at the current time.</p> <p>c) Consider any maintenance matters that need to be dealt with:</p> <ul style="list-style-type: none"> <li>• Two water marks evident on wall in main room above dividing door – Mike Bridgeman and Cllr Gordon to investigate in day-light and report back.</li> <li>• Roof tiles piled up at top of steps on right-hand side of building, concern that they may have come from Old School roof - Mike Bridgeman and Cllr Gordon to investigate in day-light and report back.</li> <li>• Damage caused during recent spate of vandalism – Cllr Myhill reported that he had given a personal statement to the Police, and provided them with a USB stick containing CCTV evidence of the two incidents of criminal damage being undertaken (damage and removal of drainpipes / kicking in of outbuilding door). It was hoped that the local PCSO might be able to identify the individuals involved, and further action could then be considered, and pursued as appropriate. Temporary repairs had been made to the broken door; however, it was agreed that the current construction method which used staples, should be strengthened and reinforced, with suitable length screws – <b>ACTIONS</b> – Cllr Gordon to provide the screws.</li> </ul> <p>d) Parish Council Insurance Renewal – Members reviewed the items included within the policy which came under the remit of the OS committee, and requested that the CCTV equipment be added to the policy (value of £2,500 as detailed on the Asset Register) – <b>ACTIONS</b> – Clerk to make necessary arrangements. Subsequently to the meeting, it was realised that the Acoustic Panels installed in November also needed to be added to the policy (value of £1,923) – <b>ACTIONS</b> – Clerk to make necessary arrangements.</p> <p>e) Other Old School business - Cllr Gordon noted that work to repair the retaining wall between the Churchyard and the Old School was likely to be undertaken in April.</p>
19/20-299	<p><b>Date of next Committee Meeting</b></p> <p>Date to be arranged as necessary, or when interest received from Marketing role enquiry.</p>
19/20-300	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 9.22pm.</p>

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