

# MARKET LAVINGTON PARISH COUNCIL

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

Tel: 01225 760372 or Email: [clerk@marketlavingtonparishcouncil.gov.uk](mailto:clerk@marketlavingtonparishcouncil.gov.uk)

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## Minutes of the **remote Old School (OS) Committee Meeting** of the Parish Council **Held on Tuesday 10th November 2020** **At 7.15pm by Zoom Teleconferencing facility**

**Committee members in attendance:** Cllr Myhill (Chairman), Cllr Padfield, Cllr Gordon (left meeting at 7.35pm and re-joined at 7.45pm), Cllr Earley (joined meeting at 7.18pm but left at 7.20pm due to connectivity problems), Cllr White, Cllr Davis, and Mike Bridgeman (Friend of the Old School).

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

	<b>AGENDA ITEM</b>
20/21-124	<b>Election of Chairman</b> There being no other nominations Cllr Myhill agreed to continue in the role of Old School Committee Chairman – Proposed Cllr Gordon seconded Cllr Padfield and unanimously approved.
20/21-125	<b>Apologies for Absence</b> None, all members present.
20/21-126	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
20/21-127	<b>Minutes of Committee meeting</b> The minutes of the remote Old School Committee meeting held on 14 <sup>th</sup> July 2020, having been previously circulated to members, were approved as a correct record (proposed Cllr Davis seconded Cllr Padfield). Minutes to be signed as soon as practically possible.
20/21-128	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.17pm.
20/21-129	<b>Update on actions agreed at last and previous meetings</b> <ol style="list-style-type: none"><li>External signage – Cllr Davis reported that he had been unable to pick-up the new signs due to COVID-19 shielding</li><li>Marketing, publicity and generating new business – Members recognised the importance of having plans in place to actively market the Old School and generate new business, as soon as the lock-down restrictions were lifted enough to allow people to meet together again. In particular, it was recognised that there could then be a surge of interest in family parties etc. With this in mind, it was agreed that this would be the initial focus for the Marketing Campaign. It was also recognised that now would be a good time to update the kitchen facilities, to help improve the hiring experience i.e. commercial dishwasher and new glasses and crockery. The following actions were agreed:<ul style="list-style-type: none"><li>'Marketing Plan' submitted with Plain Action Grant – Clerk to circulate copy to members and include review of document on agenda for next committee meeting.</li><li>Prepare some eye-catching marketing material for use on social media, posters, and as magazine inserts etc. – Cllr Myhill and Clerk.</li><li>Continue with preparation of a tri-fold leaflet – Clerk to organise a date for taking additional internal photos, set-up for different activities. Cllr White to prepare document content, and Cllr Davis to finalise design layout.</li><li>Continue with preparation of Business cards – Cllr Davis.</li><li>Continue with enquiries for Alcohol Licence – Clerk.</li><li>Create a database of marketing contacts – Cllr Gordon and Clerk.</li></ul></li><li>New handrail at front right-hand side of main building (Listed Building Consent dated 18/6/19) – The Clerk reported that three companies had been approached to provide quotes, with one quote being received. Members reviewed the quote, and following further advice received, considered that it</li></ol>

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	<p>represented good value for money. It was proposed by Cllr Davis, seconded by Cllr White and resolved to accept the quote from Hiscock Engineers Ltd, to fabricate and install the two handrails – <b>ACTIONS</b> – Clerk to instruct contractor accordingly.</p>
20/21-130	<p><b>Coronavirus related matters – New Government lock-down restrictions from 5<sup>th</sup> of November</b></p> <ul style="list-style-type: none"> <li>a) Re-consider decision to open Old School – In view of the new Government lock-down restrictions it was proposed by Cllr Myhill, seconded by Cllr White, and resolved to close the Old School again with immediate effect, until the end of February 2021, when the situation would be reviewed again.</li> <li>b) Re-consider decision to take Old School Cleaner off Furlough - In view of the new Government lock-down restrictions it was proposed by Cllr Gordon, seconded by Cllr Padfield and resolved to recommend to full council that the Cleaner be placed back on Furlough until the end of February 2021, when the situation would be reviewed again.</li> </ul>
20/21-131	<p><b>Risk assessments</b></p> <ul style="list-style-type: none"> <li>a) Old School General Risk Assessments Annual review – The Clerk referred to the updated document that had been circulated to members with the agenda papers. It was proposed by Cllr Gordon, seconded by Cllr Padfield, and resolved to approve the revised document.</li> <li>b) COVID-19 Risk Assessment for re-opening Old School (dated 30<sup>th</sup> September 2020) – It was proposed by Cllr Gordon, seconded by Cllr Davis, and resolved to approve the document unamended.</li> </ul>
20/21-132	<p><b>Old School Budget</b></p> <ul style="list-style-type: none"> <li>a) Review hiring charges for next financial year – In order to encourage the use of the Old School for family parties, it was proposed by Cllr White, seconded by Cllr Gordon, and resolved to introduce a '4 hour weekend party rate' of £25 including VAT. All other hiring rates to remain the same.</li> <li>b) Review utility usage and supply – The Clerk noted that the current electricity contract did not expire until June 2023, and no further action was therefore required at the current time.</li> <li>c) 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 OS committee for 2019/20, and the figures for 2020/21 as at 31/10/20, comparing them against the budgeted figures. With the COVID-19 restrictions, and current minimal use of the Old School, it was noted that the majority of the income received to date this financial year, related to bookings from the last financial year. A £10,000 COVID-19 grant had been received from Wiltshire Council in October, and funds received from the HMRC Government Job Retention Scheme covering the period when the Old School cleaner had been placed on Furlough. Expenditure on Oil, Electric, and cleaning materials was currently significantly less than budgeted due to the lack of use of the building.</li> </ul> <p>Consider draft budget for next financial year - Working through the document, members considered the suggested budget figures for 2021/22 as proposed by the Clerk. It was recognised that it was almost impossible to estimate the budgeted income for next year due to the on-going uncertainty regarding COVID-19. Following a full discussion, it was proposed by Cllr Davis, seconded by Cllr Gordon, and resolved, to present the draft budget (with an amendment to the income figure for one of the regular user groups) to the Management &amp; Finance Committee for their consideration (Total budgeted income 2021/22 £2,597.50, total budgeted expenditure £5,047.88. Overall budget requirement £2,450.38 (£1,553.12 less than 2020/21 - partly due to insurance costs being removed from OS budget and included in 'Admin' budget instead).</p>

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	<b>Business Plan:</b> On-going commitment to increase marketing and maximise usage of the Old School as a community facility. Focus on organising and encouraging one-off events, and family parties (subject to COVID-19 restrictions).
20/21-133	<b>Old School General Matters</b> <ul style="list-style-type: none"><li>a) Vandalism – Cllr Myhill reported that there had been a further incident of vandalism at the rear of the Old School, during which two panes of glass had been damaged, and required replacement. CCTV images of the incident had been forwarded to the Police to aid with their investigations. The previous reported incident of damage to one of the outbuilding doors had unfortunately been 'closed' by the Police. Members then reviewed information received regarding the anti-loitering device, after which it was proposed by Cllr Davis, seconded by Cllr White, and resolved to purchase the device, complete with timer and protective cover (£559 + VAT) – <b>ACTIONS</b> – Clerk to liaise with Cllr Myhill to arrange purchase.</li><li>b) Consider any maintenance matters that need to be dealt with – Cllr Gordon reported that the PIR light at the top of the steps on the right-hand side of the building was flashing on and off at night – <b>ACTIONS</b> – Clerk to contact electrician.</li><li>c) Other Old School business – There was none.</li></ul>
20/21-134	<b>Date of next Committee Meeting</b> Date of next meeting agreed as Tuesday 12 <sup>th</sup> January 2021.
20/21-135	<b>Closure of meeting</b> There being no further business the meeting was closed at 8.31pm.