

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

VAT Registration Number: 296 9715 35 / Website: www.marketlavingtonparishcouncil.gov.uk

Minutes of the **remote Old School (OS) Committee Meeting** of the Parish Council **Held on Tuesday 12th January 2021** **At 7.15pm by Zoom Teleconferencing facility**

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

Others in attendance: Carol Hackett (Parish Clerk)

	AGENDA ITEM
20/21-184	Apologies for Absence None, all members present.
20/21-185	Declarations of Interest and Dispensations to Participate There were none.
20/21-186	Minutes of Council Committee meeting The minutes of the remote Old School Committee meeting held on 10 th November 2020, having been previously circulated to members, were approved as a correct record (proposed Cllr White seconded Cllr Padfield). Minutes to be signed as soon as practically possible.
20/21-187	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 7.17pm.
20/21-188	Update on actions agreed at last and previous meetings <ul style="list-style-type: none">a) External signage – Cllr Davis reported that he had still been unable to pick-up the new signs due to COVID-19 shielding.b) Marketing, publicity and generating new business –<ul style="list-style-type: none">i. Review of ‘Marketing Plan’ and marketing contacts database / ideas – Members noted their desire to have all the marketing information prepared and ready to initiate as and when COVID-19 restrictions permitted.ii. Review of Marketing Material – This stock of marketing notices for use on Social Media, and posters etc. would be filed, ready to initiate as and when COVID-19 restrictions permitted.iii. Tri-fold leaflet – Cllr White reported that the design of the leaflet had been drafted. Members discussed the content of the leaflet, and provided sources from which further information could be obtained – ACTIONS - Additional information to be forwarded to Cllr White to enable her to complete the wording. Leaflet to then be circulated to members for feedback.iv. Business cards – Cllr Davis reported that he was currently working on the design and would circulate to members in due course.v. Alcohol Licence – The Clerk provided details of the procedure and cost for varying the existing Premises Licence to include the sale of alcohol. This included the option to remove the need for a Designated Premises Supervisor, and replace it with a Committee of individuals who would act as the Licence Holder, and be collectively responsible for ensuring that compliance with the licensing conditions and the law is met. Following a full discussion, it was proposed by Cllr White, seconded by Cllr Earley, and resolved to vary the existing Old School Premises Licence to include the sale of alcohol. At the same time the earliest time on the licence for playing recorded music etc. would be changed from 8.00am to 7.00am, to accommodate any requests received in the future for early morning fitness classes etc. This application would be accompanied by a request to disapply the mandatory alcohol condition requiring a Designated Premises Supervisor, and replace it with the Old School Committee as the Licence Holder. – ACTIONS – Clerk to submit necessary applications to Wiltshire Council.vi. Commercial dishwasher – Members considered the quotes and other

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

VAT Registration Number: 296 9715 35 / Website: www.marketlavingtonparishcouncil.gov.uk

	<p>information obtained by the Clerk. Following a full discussion, it was proposed by Cllr Gordon, seconded by Cllr White, and resolved to recommend to full Council that the quote from Roundstone Catering Equipment totalling £2,637 + VAT be approved – ACTIONS – Clerk to ensure matter considered for approval at Full Parish Council meeting as per Financial Regulations.</p> <p>vii. New glasses and crockery – Cllr White and the Clerk briefed members on prices sourced on-line for new crockery. It was recognised that a review of the existing cutlery etc. will also be required to determine if any additional equipment is needed. It was suggested that local auctioneers Hilditch, who have in the past conducted regular catering equipment auctions may also be a possible source for equipment – ACTIONS – Cllr White and Clerk to make further enquiries regarding the auctioneers, carry out stock-take of other items, and report back at next meeting.</p>
20/21-189	<p>Coronavirus related matters – New Government lock-down restrictions from 5th of January</p> <p>a) Review position regarding closure of Old School – It was proposed by Cllr Myhill, seconded by Cllr White, and resolved to extend the closure of the Old School until the end of April 2021.</p> <p>b) Review position regarding furlough of Old School Cleaner - It was proposed by Cllr Myhill, seconded by Cllr White, and resolved to extend the furlough arrangements for the Old School Cleaner until the end of April 2021.</p>
20/21-190	<p>Old School General Matters</p> <p>i. Heating thermostat – Mike Bridgeman briefed members on his meeting with the heating engineer to discuss the benefits of a thermostat for the Old School to help keep the building frost free and prevent damp issues. The Clerk then provided details of the quote received to install a wireless room thermostat for £240. Following a full discussion, it was proposed by Cllr Myhill, seconded by Cllr White, and resolved to approve the quote as detailed above – ACTIONS – Clerk to instruct contractor accordingly.</p> <p>ii. Installation of anti-loitering device – Quote not yet received. Members recognised that the device would need to be professionally installed, and the usual contractor had been approached to quote for the work.</p> <p>iii. Consider any maintenance matters that need to be dealt with – There were none.</p> <p>iv. Other Old School business – There were none.</p>
20/21-191	<p>Date of next Committee Meeting To be arranged for around the end of March.</p>
20/21-192	<p>Closure of meeting There being no further business the meeting was closed at 8.00pm.</p>