

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

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Minutes of the remote Old School (OS) Committee Meeting of the Parish Council Held on Tuesday 23rd March 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, Cllr Fraser, and Mike Bridgeman (Friend of the Old School).

Others in attendance: Carol Hackett (Parish Clerk)

	AGENDA ITEM
20/21-239	Apologies for Absence None, all members present.
20/21-240	Declarations of Interest and Dispensations to Participate There were none.
20/21-241	Minutes of Council Committee meeting The minutes of the remote Old School Committee meeting held on 12 th January 2021, having been previously circulated to members, were approved as a correct record (proposed Cllr White seconded Cllr Earley). Minutes to be signed as soon as practically possible.
20/21-242	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 7.16pm.
20/21-243	Update on actions agreed at last and previous meetings <ul style="list-style-type: none">a) External signage – Cllr Davis reported that he written to the supplier regarding collection and was awaiting a response.b) Heating thermostat – Mike reported that the thermostat had been fitted, however there had been a problem with its operation during very cold weather, due to the over-ride frost-stat device situated in the loft area above the entrance. It was suggested that the installation of an electric fan heater in the loft area which would operate in very cold weather would solve the problem, however a new 13amp socket would need to be installed. Following further discussion, it was proposed by Cllr Myhill, seconded by Cllr Davis, and resolved to install a socket and fan in the loft area – ACTIONS – Clerk to obtain quotes for consideration at next meeting.c) Mosquito anti-loitering device – Cllr Myhill reported that the device had been installed, but unfortunately it didn't seem to be working. The electrician was due to come back tomorrow to check what the problem was.d) Marketing, publicity and generating new business –<ul style="list-style-type: none">i. Tri-fold leaflet – Cllr White referred to the draft leaflet design that had been circulated prior to the meeting, and members discussed and finalised its content – ACTIONS – Cllr Davis to prepare a mock-up of the final design in the coming week and circulate to members for comment.ii. Business cards – Cllr Davis to circulate draft design to members in the coming week.iii. New glasses and crockery – Members reviewed the quote prepared by the Clerk which included the main items of crockery, glass and cutlery required. During further discussion, it was recognised that additional items may need to be purchased, depending on how the Hall was going to be promoted for use in the future. With this in mind, it was agreed that a small sub-group of members would meet at the Old School, when permitted, to review the current kitchen facilities, and prepare some recommendations for consideration at the next meeting – ACTIONS – Clerk to seek volunteers for sub-committee and arrange meeting.
20/21-244	Coronavirus related matters – New Government 4 step roadmap out of COVID-19

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	<p>lockdown.</p> <ul style="list-style-type: none"> a) Review position regarding closure of Old School – It was proposed by Cllr Myhill, seconded by Cllr Earley, and resolved to re-open the Old School with effect from the 17th of May 2021 subject to government COVID-19 guidelines and exit roadmap – ACTIONS – Clerk to advise Regular User Groups accordingly. b) Review position regarding furlough of Old School Cleaner - It was proposed by Cllr White, seconded by Cllr Fraser, and resolved to ask the Cleaner to return to work with effect from the 1st of May 2021, when her current furlough arrangements finish at the end of April 2021.
20/21-245	<p>ACRE Wiltshire Village Halls Association.</p> <p>The Clerk referred to the useful information that had been produced by ACRE / The Village Halls Association during the COVID-19 crisis, particularly with regards to Village Halls re-opening guidance and procedures etc. and suggested that it might be useful for the Parish Council to become official members of this organisation. Following a brief discussion, it was proposed by Cllr Myhill, seconded by Cllr White, and resolved to make further enquiries regarding membership – ACTIONS – Clerk to follow-up.</p>
20/21-246	<p>Premises Licence variation application to include Sale of Alcohol.</p> <ul style="list-style-type: none"> a) Progress with application – The Clerk reported that the application had been submitted with the support of Cllrs Myhill and Padfield. Timings of the licensable activities had mirrored those of the Community Hall, apart from the opening time of the building which had been set at 7.00am as agreed. The consultation period had ended on the 19th of March, but a formal response had yet to be received from Wiltshire Council. b) Old School Terms and Conditions of Hiring document – Members reviewed the revised document which included updates to paras. 3 (Licences) and 14 (Alcohol), the opportunity was also taken to amend para. 16 (Maximum numbers) and reduce the maximum number of people that could be accommodated in the Old School down to 150 from 250 – Revisions proposed by Cllr Myhill, seconded by Cllr Padfield and unanimously approved. c) Procedure for permitting Hirers to either provide alcohol free of charge, or to sell alcohol – It was proposed by Cllr Padfield, seconded by Cllr White, and resolved to approve the draft document. d) Provision of bar by Old School Committee – Members discussed this matter at length with no final outcome being determined. It was recognised that with a change in some Council membership likely at the May elections it might be prudent to allow the new committee to make a final decision – ACTIONS - Sub-committee (as detailed in item 20/21-243diii) to consider options, procedures, and practicalities when it meets, and prepare some initial thoughts for consideration at the next meeting, with a final decision to be deferred for new Committee.
20/21-247	<p>Old School General Matters</p> <ul style="list-style-type: none"> a) Consider upgrade to smart meter for electricity supply – It was approved by a majority vote not to upgrade to a smart meter (Yes – 0 votes / No – 3 votes / Abstentions – 4 votes). b) Consider installation of letterbox to receive any post mailed directly to the Old School – It was agreed that it would be useful to have the facility to receive post directly to the Old School, however in view of the Listed Status of the building it was recognised that advice and permission would need to be sought from the Wiltshire Council Conservation Officer – ACTIONS – Clerk to liaise with Conservation Officer. c) Consider any maintenance matters that need to be dealt with – Mike noted that he would have a clean-up around the Old School before the building was re-opened on the 17th of May.

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	d) Other Old School business – Cllr Earley noted the offer of a Burco water heater from St. Arbucks, which was gratefully accepted – ACTIONS – Cllr Earley to liaise with contact and send grateful thanks.
20/21-248	Date of next Committee Meeting Tuesday 4 th of May.
20/21-249	Closure of meeting There being no further business the meeting was closed at 8.42pm.

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