

# 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)

VAT Registration Number: 296 9715 35 / Website: [www.marketlavingtonparishcouncil.gov.uk](http://www.marketlavingtonparishcouncil.gov.uk)

## Minutes of the **Old School (OS) Committee Meeting** of the Parish Council **Held on Tuesday 23<sup>rd</sup> November 2021** **At 8.27pm in the Old School**

**Committee members in attendance:** Cllr Andrew (Chairman), Cllr Davis, Cllr Fraser, Cllr Vine, and Mike Bridgeman (Friend of the Old School).

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

	<b>AGENDA ITEM</b>
21/22-171	<b>Apologies for Absence</b> Cllr Earley had sent apologies due to personal commitments, which were accepted.
21/22-172	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
21/22-173	<b>Minutes of Council Committee meeting</b> The minutes of the Old School Committee meeting held on 28th September 2021, having been previously circulated to members, were approved, and signed as a correct record (proposed Cllr Fraser seconded Cllr Davis).
21/22-174	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 8.28pm.
21/22-175	<b>Update on actions agreed at last and previous meetings</b> <ul style="list-style-type: none"><li>a) External signage – Cllr Davis reported that he had had limited contact with the contractor, but would try and follow up.</li><li>b) Marketing, publicity and generating new business –<ul style="list-style-type: none"><li>i. Tri-fold leaflet – Cllr Davis circulated a copy of the final draft design, and members considered and agreed some suggested revisions – <b>ACTIONS</b> – Cllr Davis to make the final changes and forward for proof-reading, before sending to printers.</li><li>ii. Business cards – Cllr Davis circulated a copy of the final draft design which members approved – <b>ACTIONS</b> – Cllr Davis to send to printers.</li></ul></li><li>c) COVID 19 updated guidance from ACRE Village Halls Association – The Clerk reported that further guidance had been received to reflect the changes in Government legislation, with the emphasis now on encouragement for wearing of masks, hand sanitising, and social distancing etc. The relevant documents and notices around the Old School had been updated in accordance with the revised guidance.</li></ul>
21/22-176	<b>Full Fire Risk Assessment</b> The Clerk referred to the risk assessment document that had been circulated prior to the meeting. There was just one query with regards to the figure quoted in para 2.1a detailing employee numbers – <b>ACTIONS</b> – Clerk to follow this matter up with the assessor.
21/22-177	<b>Old School Budget</b> <ul style="list-style-type: none"><li>a) Review spending for this financial year - The Clerk referred to the budget document circulated with the agenda papers, which included details of the actual receipts and payment figures as at 31/10/21, comparing them against the budgeted amounts. Reference was also made to the current balances of the relevant Earmarked and Restricted Reserves.</li><li>b) Consider draft budget for next financial year, to include:<ul style="list-style-type: none"><li>i. Review hiring charges – It was proposed by Cllr Davis, seconded by Cllr Vine, and resolved to increase the hiring charges by approx. 3% to cover rising costs from 1/4/2022 (new hourly rates including VAT: £6.20 / £8.25 / £12.40. 4 hr party rate to be increased to £30).</li></ul></li></ul>

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	<ul style="list-style-type: none"> <li>i. Review utility usage and supply - The Clerk confirmed that the current electricity contract did not end until June 2023.</li> <li>ii. Review cleaning requirements and approve hourly rate for cleaner – The Clerk noted that the Cleaner had indicated a desire not to have her hours increased at the current time. It was therefore agreed that the impact of the additional work for the library area would be monitored, and discussed with the Cleaner to ensure she was happy with the arrangements. It was proposed by Cllr Davis, seconded by Cllr Andrew, and resolved to increase the hourly rate for the cleaner to £9.90 ph with effect from hours worked from 1/4/2022 – <b>ACTIONS</b> – Clerk to advise Cleaner accordingly.</li> </ul> <p>Working through the budget document, members considered the suggested budget figures for 2022/23 as proposed by the Clerk, which were then updated with the decisions as detailed above. Following a full discussion, it was proposed by Cllr Davis, seconded by Cllr Fraser, and resolved, to present the revised draft budget to the Management &amp; Finance Committee / Full Council for their consideration (Total budgeted income 2022/23 £3,235, total budgeted expenditure £7,534).</p> <ul style="list-style-type: none"> <li>c) Business plan for next financial year - On-going commitment to maximise usage of the Old School as a community facility. Focus on organising and encouraging one-off events, and family parties.</li> </ul>
21/22-178	<p><b>Old School General Matters</b></p> <ul style="list-style-type: none"> <li>a) War memorial stone plaques – The Clerk referred to the quote and offer received. The offer being to carry out the work as a Community Project, charging a nominal sum of £200 + VAT, and then on completion, donating the money back to the Parish Council. Members gratefully received this generous offer from Windsmere Stone &amp; Granite. Following further discussion, it was agreed that a better location for the plaques would be in the library area, rather than in the dining hall – <b>ACTIONS</b> – Clerk to discuss with contractor and library, and arrange a site visit to finalise the arrangements in early January.</li> <li>b) CCTV recording device – The Clerk referred to the quotes received from the supplier, to both repair and replace the device, following failure of the hard drive. It was proposed by Cllr Fraser, seconded by Cllr Davis, and resolved to replace the device at a cost of £462.83 + VAT – <b>ACTIONS</b> – Clerk to liaise with supplier to ensure model quoted had a ‘solid state drive’, and determine the length of warranty.</li> <li>c) Quote for painting of front door and railings – The Clerk referred to one quote obtained, after which it was agreed that a further quote would be sought – <b>ACTIONS</b> – Clerk to organise.</li> <li>d) Arrangements for gutter clearing – Cllr Davis and Cllr Andrew agreed to clear out the gutters.</li> <li>e) Consider any other maintenance matters that need to be dealt with - There were none.</li> <li>f) Other Old School business – The Clerk referred to the on-going dialogue between the Parish Council and Wiltshire Council Solicitor’s regarding the lease for use of the Dr John Reid meeting room for the library. Members gave their agreement for some of the responses made by Wiltshire Council, however, re-affirmed the need for the Parish Council to have the ability to request a financial contribution from Wiltshire Council in future years if considered necessary. There was also some discussion regarding the energy efficiency of the building and whether an EPC / MEES was required – <b>ACTIONS</b> – Clerk to follow-up lease issues with Wiltshire Council, and Cllr Fraser to obtain further guidance regarding energy efficiency matters.</li> </ul>
21/22-179	<p><b>Date of next Committee Meeting</b> To be agreed.</p>

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21/22-180	<b>Closure of meeting</b> There being no further business the meeting was closed at 9.54pm.

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