

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 **Old School (OS) Committee Meeting** of the Parish Council **Held on Tuesday 31st October 2023** **At 7.15pm in the Old School**

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

Others in attendance: Two members of the public (arrived at 7.25pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
23/24-116	Apologies for Absence Cllr Roberts had sent apologies due to personal commitments, which were accepted.
23/24-117	Declarations of Interest and Dispensations to Participate There were none.
23/24-118	Minutes of Council Committee meeting The minutes of the Old School Committee meeting held on 6th June 2023, having been previously circulated to members, were approved, and signed as a correct record (proposed Cllr Davis seconded Cllr Earley).
23/24-119	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 7.20pm.
23/24-120	Update on actions agreed at last and previous meetings <ul style="list-style-type: none">a) External signage – Cllr Davis reported that he now had the vinyl lettering for the sign and would be fixing them on shortly to complete the job.b) Gutters – Cllr Davis provided details of two schemes being considered:<ul style="list-style-type: none">1) Black plastic mesh that sits level with the top of the gutter (approx. cost £52.09).2) 'Hairy Worm' which fits inside the gutters and is secured in place with cable ties (approx. cost £22).He just needed to ascertain the dimensions of the guttering to determine which scheme would be most appropriate – ACTIONS – Update to be provided at next Parish Council meeting, and approval sought for preferred scheme.c) Metal vents on gable end of building – Cllr Davis reported that the vents looked clear, with no obvious obstructions. He would take a closer look when the gutter protector work is done.
23/24-121	Old School Maintenance / General matters – <ul style="list-style-type: none">a) Friends of the Old School – The Clerk noted that several volunteers had come forward and very kindly offered to help with the upkeep of the exterior of the building. She then provided details of all the work they had already completed.b) Outside centre store – Cllr Fraser reported that plans were in place to clear up inside the store, removing the cabinet at the end, and using hooks to put things up onto the walls. The door lock had been checked and found to be all in order.c) Use of internal CCTV cameras – Following the recent security incident it was recognised that use of such a camera might be useful in the entrance hall, but it was not considered appropriate for use elsewhere in the building – ACTIONS – Clerk to research different products, and suitable usage policy for consideration at next Parish Council meeting.d) Solar panels on roof – Councillors reviewed the report provided by Cllr Roberts prior to the meeting, and agreed to make further enquiries – ACTIONS – Clerk to liaise with WC Conservation Officer. Cllr Davis to make enquiries with Planning Officer. Update to be provided at next Parish Council meeting.

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

	<ul style="list-style-type: none"> e) 5-year Electrical Report – The Clerk provided some information regarding the scope of the report, and it was agreed not to include any ‘agreed limitations’ for the check – ACTIONS - Quotes to sought by the Clerk for consideration at next Parish Council meeting. f) Oil tank ‘watchman’ – It was recognised that the existing watchman had not been working properly for some time, and consideration could be given to sourcing a replacement – ACTIONS – Clerk to research different options for consideration at next Parish Council meeting. g) Consider any new maintenance / general matters – Cllr Fraser noted that she would be cutting back the hedge overhanging the oil tank.
23/24-122	<p>Old School Committee Budget</p> <ul style="list-style-type: none"> 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 30/9/23, comparing them against the budgeted amounts. Reference was made to the outstanding jobs planned for the current financial year, along with the current balances of the relevant Earmarked and Restricted Reserves. b) Consider draft budget for next financial year: <ul style="list-style-type: none"> i. Review bookings and hiring charges for Old School – It was proposed by Cllr Davis, seconded by Cllr Fraser, and resolved to increase the hiring charges from 1/4/24 as follows: Rate 1 £0.50ph increase (to £8ph) / Rate 2 £0.50ph increase (to £10ph) / Rate 3 £1ph increase (to £15ph) / 4 hr ‘Party Rate’ village residents £4.50 increase (to £38) / 4 hr ‘Party Rate’ non-village residents £8 increase (to £58). ii. Review utility usage and supply – The Clerk noted that the current 1-year electricity contract ran until the end of June 2024, and quotes would be obtained before then for the new contract. The average cost for electricity since the start of the existing contract had been approx. £100 per month. iii. OS Cleaner - Following a full discussion it was proposed by Cllr Davis, seconded by Cllr Vine, and resolved to approve a £0.60 increase to the Cleaner’s hourly rate from 1/4/24. <p>Working through the budget document, members considered the suggested budget figures for 2024/25 as proposed by the Clerk. Following a full discussion, it was proposed by Cllr Davis, seconded by Cllr Fraser, and resolved, to present the draft budget to the Management & Finance Committee / Full Council for their consideration (Total budgeted income 2024/25 £3,636, total budgeted expenditure £12,278).</p> <ul style="list-style-type: none"> c) Business plan for next financial year - On-going commitment to maximise usage of the Old School as a community facility, and focus on promoting the Old School as a venue for private functions. <p>Cllr Earley provided details of an idea for a fundraising event to help support funding of the Library, for which members confirmed their support – ACTIONS – Cllr Earley to investigate idea further, and report back to Parish Council meeting when ready.</p>
23/24-123	<p>Compliance with the Equality Act 2010 in respect of meetings at the Old School</p> <ul style="list-style-type: none"> a) Effectiveness of ‘Hearing Loop’ system available at October Parish Council meeting – It was noted that due to insufficient notice and lack of instructions, those present at the meeting who used a hearing aid, had not been able to connect to the ‘Hearing Loop’ – ACTIONS – Clerk to request use of the ‘Hearing Loop’ again at the November Parish Council meeting, and obtain instructions for its use, to be circulated and made available prior to the meeting. b) Effectiveness of changing the angle of the LED light fittings in the main room – Cllr Davis had not yet had the opportunity to make the adjustment, but would

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

	try before the next Parish Council meeting.
23/24-124	Any other Old School General Matters The Clerk reported that the key to the cleaning cupboard had been mislaid so it was currently unlocked (after the meeting a replacement key was sourced online).
23/24-125	Date of next Committee Meeting To be agreed as necessary.
23/24-126	Closure of meeting There being no further business the meeting was closed at 8.37pm.

Draft