

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 22nd October 2024
At 7.15pm in the Old School

Committee members in attendance: Cllr Davis (Chairman), Cllr Fraser, Cllr Roberts and Cllr Bond.

Others in attendance: One member of the public and Carol Hackett (Parish Clerk).

	AGENDA ITEM
24/25-112	Election of Chair There being no other nominations, it was proposed by Cllr Fraser, seconded by Cllr Roberts, and resolved to re-elect Cllr Davis as Committee Chair for the municipal year 2024/2025. It was noted that as Cllr Davis was also Vice-Chair of the Parish Council, arrangements would need to be agreed to appoint a substitute representative from the Old School Committee to attend the Finance Committee meetings.
24/25-113	Apologies for Absence Mike Bridgeman (Friend of the Old School) had sent apologies due to personal circumstances, which were accepted. Absent Cllr Poole and Cllr Sparkes.
24/25-114	Declarations of Interest and Dispensations to Participate There were none.
24/25-115	Minutes of Council Committee meeting The minutes of the Old School Committee meeting held on 31 st October 2023, having been previously circulated to members, were approved, and signed as a correct record (proposed Cllr Davis seconded Cllr Fraser).
24/25-116	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 7.18pm. No public participation at this point of the meeting.
24/25-117	Update on actions agreed at last and previous meetings <ol style="list-style-type: none">External signage – Cllr Davis reported that the painting and vinyl lettering for the sign had now been completed, with the UV protective top coat yet to be applied to complete the job – ACTIONS – Cllr Davis to complete sign and erect at Old School.Gutter protectors – Cllr Davis reported that he would be picking up the black ‘hairy Worm’ protectors from the supplier at the end of the week, after which he would organise a group of volunteers to install them – ACTIONS – Cllr Davis to pick up protectors and arrange installation.Old School interior lighting – Cllr Davis noted that the angle of the two lights nearest to the projector screen had been changed, leaving the two at the back of the hall in the same position. Members recognised the improvement the change of angle had made with regards to being able to see the projector, and the need to ensure effective lighting at the rear of the hall. With this in mind it was agreed that no further action was necessary.

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24/25-118	<p>Old School Maintenance / General matters –</p> <p>a) Friends of the Old School – The Clerk noted that the volunteers had kindly carried out a lot of clearing work around the exterior of the building over the summer. Cllr Davis noted that the moss was now coming back and would need some attention soon – ACTIONS – Cllr Davis to monitor moss and organise clearing when required.</p> <p>b) Outside centre store – The Clerk noted that most of the Guides equipment had either been moved to the inside loft area, or the store nearest to the steps. The volunteer helping with village maintenance had helped with tidying up the store, and taking any un-wanted items to the recycling centre. The store was a lot clearer, with a suitable space available for use by the volunteer for storage of equipment. It was recognised that it would be appropriate to have a formal agreement in place with the volunteer for use of the space for this purpose. A suggestion was made to install four vents into the double doors to try and improve ventilation into the store and help manage the damp problem – ACTIONS – Cllr Davis to purchase four vents and arrange installation. Clerk to prepare a formal agreement for use of space in store, with support from Cllr Davis, and make contact with local volunteer to agree.</p> <p>c) New maintenance / general matters –</p> <p>i. Vents in gable wall – Cllr Davis confirmed that he was keeping an eye on them.</p> <p>ii. Skip - The Clerk noted that the Church were having a skip in a couple of weeks and had offered the Parish Council the opportunity to use it. With the centre store now cleared, members couldn't identify any other items that needed disposing of – ACTIONS – Clerk to thank Church for the offer.</p> <p>iii. Steps leading up to Museum – Suggested signage at top and bottom of steps to warn that steps could be slippery, to encourage use of handrail - ACTIONS – Cllr Davis to put high-viz strips on top steps. Clerk to source suitable signage for steps.</p> <p>iv. Dishwasher – Clerk reported that the blockage in the sink drain had now been cleared, and the dishwasher serviced. Having just tested the dishwasher there still appeared to be an 'error' message appearing during the drainage cycle – ACTIONS – Clerk to follow up and resolve with supplier.</p> <p>v. Exterior walls including front gable end – Suggested use of StormDry product to protect brickwork and help prevent water ingress and damp problems. It was noted that a previous request to the Wiltshire Council Conservation Officer for use of this product when repairing the chimney had been refused – ACTIONS – Clerk with support from Cllr Bond to carry out research and provide more evidence to forward to Conservation Officer with request to approve its use.</p> <p>vi. Internal Sliding window panels – sliding mechanism had slipped off the bottom of one of the panels – ACTIONS – Cllr Davis to re-fix when guttering work carried out.</p>
24/25-119	<p>Old School Committee Budget</p> <p>The Chair made reference to the document circulated with the agenda papers. Looking first at the income (receipts) section, and then the expenses (payments) section, he noted that the anticipated best-guess figures provided by the Clerk for the 2025/26 budget, based on previous year's figures and any new known costs, appeared reasonable – other members agreed. A higher figure had been allocated to 'Maintenance / New equipment, Projects' to ensure sufficient funds were available to carry out vital maintenance work in and around the building.</p> <p>a) With regards to the recent requirement for a new boiler at a cost of £4,800, it was recognised that putting funds aside each year should continue, with the expectation that there would then be sufficient funds available to cover the</p>

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	<p>cost of the next new boiler when required.</p> <p>The Clerk noted that the original quote for the boiler had increased from £4,400 to £4,800 (this was still less than the next lowest quote received, and the increase had been approved by the Chair, Vice-Chair and Chair of the Finance Committee – boiler due to be fitted on Monday 28th October).</p> <p>Looking at the Earmarked and Restricted Reserve balances, Cllr Davis noted there was £2,528 available (£1,000 boiler replacement fund + £1,528 OS Projects). This amount, coupled with the funds for 'Maintenance / New Equipment & Projects' still unspent in the 24/25 budget would cover the cost of replacing the boiler.</p> <p>With regards whether to progress other projects this financial year - Following further discussion it was agreed that sanding and re-treating the two main rooms should be the interior priority (not to include the Library at the current time). It was noted that whilst the external brick work was an issue, this was something that should be dealt with in the Spring/Summer so was likely to be funded from the 25/26 budget – ACTIONS – Clerk to obtain quotes for re-treating floor for consideration at main Parish Council meeting.</p> <p>b) Consider draft budget for next financial year:</p> <ol style="list-style-type: none"> i. Review bookings and hiring charges for Old School – It was resolved to recommend to the Finance Committee / Full Council an increase in the hiring charges from 1/4/25 as follows: Rate 1 £0.50ph increase (to £8.50ph) / Rate 2 £1ph increase (to £11ph) / Rate 3 £1ph increase (to £16ph) / 4 hr 'Party Rate' village residents £2 increase (to £40) / 4 hr 'Party Rate' non-village residents £2 increase (to £60). ii. Review utility usage and supply – The Clerk noted that the current 1-year electricity contract ran until the end of June 2025, and quotes would be obtained before then for the new contract. iii. OS Cleaner - It was resolved to recommend to the Finance Committee / Full Council an increase of £1ph to the Cleaner's hourly rate to £12.50 from 1/4/25 (in the event that the National Living wage is higher than expected for 25/26 this amount will be re-adjusted) – ACTIONS – Clerk to make contact with new cleaner to discuss priority areas, and whether or not she considers additional time is needed to carry out all the work required – If additional time is requested, approve increase to 3hrs per week. <p>Working through the budget document, members considered the suggested budget figures for 2025/26 as proposed by the Clerk, agreeing a couple of revisions. Following a full discussion, it was resolved to present the draft budget to the Finance Committee / Full Council for their consideration (Total budgeted income 2025/26 £2,710 total budgeted expenditure £14,604).</p> <p>a) Business plan for next financial year - On-going commitment to maintain the building, and focus on promoting the Old School as a venue for private functions, to maximise usage of the Old School as a community facility.</p>
24/25-120	<p>Any other Old School General Matters There were none.</p>
24/25-121	<p>Date of next Committee Meeting To be agreed as necessary.</p>
24/25-122	<p>Closure of meeting There being no further business the meeting was closed at 8.17pm.</p>

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