MARKET LAVINGTON PARISH COUNCIL

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25th November 2025

To Councillors:
Fred Davis (Chair); Di Fraser; Duncan Poole; Lesley Quigley.

You are hereby summoned to attend a **Meeting** of the **Old School Committee** of Market Lavington Parish Council to be held at the **Old School, Church Street**, Market Lavington on **Tuesday 1st December 2026 at 8.15pm** for the purpose of transacting the business detailed below.

Tanya West
Parish Clerk & RFO

Civility & Respect
IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

AGENDA

Meeting of the Old School Committee **8.15pm**

Please note that this Parish Council meeting may be recorded in accordance with the Openness of Local Government Bodies Regulations 2014. If you wish to record the meeting, please inform the Chair or Clerk in advance so that any necessary arrangements can be made. The Parish Clerk will also record the meeting for administrative purposes; this recording will be deleted once the draft minutes are approved in accordance with Standing Orders.

It is reminded that Market Lavington Parish Council has signed up to the NALC Civility & Respect Pledge under which the Council has agreed to treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles.

Item for Discussion
26/27-168-OS0112 Attendance and Apologies for Absence To receive any apologies for absence and consider reasons for non-attendance.
26/27-169-OS0112 Declarations of Interest and Dispensations to Participate a) To receive declarations of interest in respect of matters contained in this agenda. b) To receive any dispensation requests received. **Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.**
26/27-170-OS0112 Adjournment for Public Participation (maximum of 5 minutes) Opportunity for councillors to hear questions or comments sent in by the public on agenda matters, or for public participation.
26/27-171-OS0112 Minutes of Council Meetings Meeting of the Old School Committee held on the 13th October 2025 - To approve and sign the minutes as a correct record of the meeting.
26/27-172-OS0112 Review of Finances To review the budget monitoring report for the 2026/27 financial year for those budgets specifically linked to the Old School Committee. To incorporate review of utilities usage and supply and make any associated decisions.

26/27-173-OS0112 Old School Routine Maintenance and Other Works

a) To receive a report on maintenance works undertaken (since the last meeting) and review those items required to be actioned as part of routine maintenance or suggested future improvements at the Old School. To include:
   i. Consideration of quotations for repairs and improvements to the roof on both the main building and adjacent storage units.
   ii. Consideration of quotations for the replacement/upgrade of the audio-visual equipment in the Old School.
   iii. Consideration of recent works and those still required to the fire alarm system.
   iv. Consideration of repair works to external walls and entrance pillars.
   v. Consideration of any works remaining to be actioned as raised at the last meeting.

b) To make decisions regarding these works subject to budget availability and limits set by Financial Regulations (otherwise recommendations to Full Council).

c) To make recommendations to the Finance Committee and Full Council regarding any future budget requirements (for 2027/28 financial year and beyond).

26/27-174-OS0112 Hire Charges and Terms and Conditions

To review the current hire rates and make recommendations for any changes for the 2027/28 financial year.

To review the current terms and conditions of hire and make any suggestions for amendments to this document.

26/27-175-OS0112 Publicity and Marketing

To review the current publicity and marketing literature including leaflets, notices and website. To receive update on points raised at the last meeting, to discuss options and make any associated decisions for changes and improvements.

26/27-176-OS0112 Committee Membership and Terms of Reference

To review the Old School Committee Terms of Reference and discuss any suggested changes for recommendation to Full Council for adoption.

26/27-177-OS0112 Old School Related Strategic Documents

To review the list of MLPC Strategic Documents that have been allocated to the Old School Committee and to agree proposed plans for their circulation to Committee Members for review and comment. To include Policies, Procedures, Risk Register, and 'Warm Space' related.

26/27-178-OS0112 Other Old School Matters

Opportunity for Councillors / Clerk to bring any matter not on the agenda to the committee for attention (for information, anything requiring decision will be carried forward to a future meeting).

26/27-179-OS0112 Adjournment for Public Participation (maximum of 5 minutes)

Opportunity for councillors to hear questions or comments sent in by the public on non-agenda matters, or for public participation.

26/27-180-OS0112 Items for Next Agenda

Opportunity for Councillors to identify any matter to be included on the agenda for the next Old School Committee meeting.

26/27-181-OS0112 Date and Time of Next Meeting

The next meeting of the Old School Committee is to be determined.