

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.
Tel: 01225 760372 or Email: marketlavpc@gmail.com

Minutes of the **Old School Committee Meeting** of the Parish Council
Held on Tuesday 3rd April 2018
At 7.15 pm in the Old School, Market Lavinton

Committee members in attendance: Cllr Myhill (Chairman), Cllr Earley, Cllr Davis, Cllr Padfield, Cllr White, Bob Gordon (Temporary member offering support with Restoration Project), Mike Bridgeman (Tuesday Club Trustee) arrived at 7.35pm.

Committee members absent: Cllr Whitehorn and Diane Pearce-Harvey (Tuesday Club Trustee)

Others in attendance: Carol Hackett (Parish Clerk)

| | AGENDA ITEM |
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| 17/18-387 | Apologies for Absence None received. |
| 17/18-388 | Declarations of Interest and Dispensations to Participate There were none. |
| 17/18-389 | Minutes of Committee meeting The minutes of the following meeting of the Old School Committee, having been previously circulated to members, were approved and signed as a correct record: a) Old School Committee meeting 6th March 2018 (proposed Cllr Padfield, seconded Cllr Earley). |
| 17/18-390 | Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.16pm. |
| 17/18-391 | Update on actions agreed at last meeting a) Request for hand rail to be installed at the bottom of the steps on the right hand side of the building / need to improve and regularise signage on the exterior of the Old School – Cllr Davis suggested that the proposed hand rail would be positioned on the left hand side at the bottom of the steps, angled up towards the edge of the building and would be of the same design as the railings at the front of the building. Members reviewed the photographs of the existing exterior signage taken by Cllr Davis and following a full discussion it was agreed to continue with the same colour and type face for the design of the new signs (exterior doors to be painted the same colour). Consideration would also need be given in due course for additional exterior signage i.e. ‘main entrance’ ‘John Reid Room entrance’ etc. and also improved internal signage i.e. ‘no smoking’ ‘toilets’ etc. – ACTIONS – Cllr Davis to prepare draft exterior sign designs for consideration at next meeting. b) Fire Risk Assessment document – Matter deferred until next meeting. c) Reference for CDM Advisor – The Clerk reported that the Project Manager had contacted the proposed CDM Advisor again on the 23 rd of March requesting that a reference be provided. This was yet to be received. d) Contractor Investigative work – The Clerk reported that a date of Wednesday 11 th of April had been agreed with Dave Osborne from Snape Contracting. A scaffolding tower will be erected inside the building and access points created in the ceiling to check the condition of the roof timbers for wood worm etc. Several members offered to engage with the contractor during the day – ACTIONS – Clerk to circulate information to members and confirm details with Contractor. e) ‘Sponsoring a tile’ / ‘Just Giving’ page – Cllr Davis reported that he was almost there with the planning for this fundraising activity and would circulate information to members in due course. f) Letter of intention – The Clerk detailed the response received from Project Manager - the figure of £100,000 had been quoted as he was aware that if the Parish Council were unsuccessful with the grant application, the PWLB money would also need to cover consultant’s fees etc. and not just the building work. |

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| | <p>The purpose of the letter was to give the contractor the comfort and reassurance of knowing that they at least had that level of contract.</p> <p>g) Storage arrangements – The Clerk referred to the response received from the Football Club which confirmed that the metal container behind the Pavilion would not be suitable for storing items as it was not water-tight. Cllr Davis reported that there were storage containers currently available at Mike Garbutt Transport – ACTIONS – Clerk to liaise further with Football Club to determine the extent of the leaks in the container. Cllr Davis to reserve 2 storage containers from Garbutt’s.</p> <p>h) PWLB application – The Clerk confirmed that in-line with the instructions for submission of the loan application as approved at the March Parish Council meeting, and the subsequent concerns raised regarding a possible increase in the Bank of England base rate, a PWLB loan application for £161,000 (fixed rate annuity loan for 25 years) was submitted on the 29th of March under advice from the nominated Councillors. The advance of the money and confirmation of the half yearly repayments would be received on the 4th of April. A review of the repayment figures would then determine if a further smaller loan application would be possible i.e. the regular repayments for the loans must not exceed those being paid on the current PWLB Loan which will come to the end of its term shortly.</p> |
| 17/18-392 | <p>Old School Restoration Project</p> <p>a) Plain Action Grant – The Clerk referred to the email correspondence received today from the Plain Action Programme Manager confirming that the grant application had been approved. The grant funding agreement was currently being prepared and should be received towards the end of next week.</p> <p>b) Potential cost cutting savings provided by Project Manager and Contractor – The Clerk reported that several items in the specification had been identified with the contractor for possible cost savings, using cheaper alternatives. The Project Manager would be making contact with the Wiltshire Council Conservation Officer to determine if these alternative products and methods were acceptable to them.</p> <p>c) Pre Contract Meeting to be held on Wednesday 9th May at 11.30am in the Old School – Cllrs Myhill, White, Davis and Padfield agreed to attend the meeting, along with Bob Gordon, Mike Bridgeman and the Clerk.</p> <p>d) Old School Cleaner – Following a brief discussion it was agreed to ask the Cleaner if she would mind using some of her allocated hours, which she would not be required to work during the Restoration Works, to help with a deep clean of the building when the work was completed – ACTIONS – Clerk to contact Cleaner.</p> <p>e) VAT registration – Following a brief discussion it was resolved to instruct DCK Beavers Ltd to submit the ‘voluntary VAT registration’ application for the Old School building on behalf of the Parish Council at the beginning of May - Proposed Cllr Padfield seconded Cllr White. (approval for the registration had been previously obtained at the full council meeting 18/4/17)</p> <p>f) Liaison with Old School Regular Users – The Clerk noted that the Youth Club had asked if the future arrangements for the Old School might include a sitting area i.e. perhaps with settees (which they offered to help with sourcing) – Idea to be included in future discussions</p> <p>g) Any other updates - None</p> <p>h) Next steps – It was recognised that the Meeting Room tables and chairs would no longer be required following the Restoration – ACTIONS – members to make initial local enquiries. Matter to be discussed further at next meeting, with a view to advertising items for sale on-line if no local interest. It was also suggested that it would be a good idea to take photographs before, during and after the restoration work to keep as a permanent record – ACTIONS – To be discussed further at next meeting.</p> |
| 17/18-393 | <p>Year-end balances 2017/18</p> <p>To review the OSH income and spend balances as at 31/3/18, and consider proposals for carrying forward any unspent provisions into ‘Earmarked Reserve’ (as per financial regulations para. 4.3) - The Clerk referred to the document circulated to members at</p> |

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| | <p>the start of the meeting which showed the actual income and expenditure for the 'Old School Hall' for the year. The 2017/18 budget for which the OSH committee was responsible for was £4,011.46 under-spent - expenditure budget £3,787.96 under-spent + income budget £223.50 more received than expected (Consultants fees of £9,852.21 costed to the OSH budget were excluded from this calculation as it was recognised that this cost related directly to the Restoration Project and not the day-to-day running budget of the Old School). Following a full discussion it was proposed by Cllr Davis seconded by Cllr Padfield and resolved to recommend to the Management & Finance committee that the £4,011.46 under-spend be carried forward to 2018/19 and earmarked to 'Old School contingency'. It was recognised that when both the PWLB loan and Plain Action grant money is received it was important to record the expenditure for the Restoration work separately to keep a clear audit trail – ACTIONS – To discuss further at M&F committee meeting.</p> |
| 17/18-394 | <p>Other Old School Hall business Bob mentioned that the locking cap from the oil tank had fallen off after the tank had been re-filled – ACTIONS – several members offered to help retrieve the cap from inside the outer casing. Mike noted that no one as yet had come forward to have the Tuesday Club piano from the Old School, and asked members to advise him of any possible contacts. Cllr Davis reminded members of the agreement to install an outside tap for the building (to be controlled from inside switch). Mike referred to a conversation he had had with the neighbour adjacent to the Old School regarding work needed to be carried out on his low roof that adjoined the Old School toilets – ACTIONS – Cllr Davis to discuss further with neighbour.</p> |
| 17/18-395 | <p>Date of next Meeting To be agreed.</p> |
| 17/18-396 | <p>Closure of meeting There being no further business the meeting was closed at 8.38pm.</p> |