

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

Tel: 01225 760372 or Email: marketlavpc@gmail.com

VAT Registration Number: 296 9715 35

Minutes of the **Old School Committee Meeting** of the Parish Council
Held on Thursday 3rd January 2019
At 7.15 pm in the Old School, Market Lavinton

Committee members in attendance: Cllr Myhill (Chairman), Cllr White, Cllr Padfield, Cllr Davis, Cllr Gordon, and Mike Bridgeman (Tuesday Club Trustee).

Others in attendance: Carol Hackett (Parish Clerk)

	AGENDA ITEM
18/19-244	Apologies for Absence Cllr Earley, Cllr Whitehorn and Diane Pearce-Harvey (Tuesday Club Trustee) had sent apologies due to personal commitments, which were accepted.
18/19-245	Declarations of Interest and Dispensations to Participate There were none.
18/19-246	Minutes of Committee meeting The minutes of the Old School Committee held on 10th December 2018, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr White, seconded Cllr Gordon – 2 abstentions).
18/19-247	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.17pm.
18/19-248	Update on actions agreed at previous two meetings <ol style="list-style-type: none"> a) Window Blinds – The Clerk provided details of all the quotes received, comparing the cost of different types of blinds i.e. Venetian, Roller, Roman. Members agreed that ‘roman’ blinds would be the most suitable, and accepted that due to the size of the large window in the kitchen, it would be necessary to have two blinds to cover the space. It was noted that another option could be to have the blinds made out of ‘sound absorbing’ material, which could help improve the acoustics within the building – ACTIONS – Clerk to obtain further quotes for blinds made out of ‘sound absorbing’ material for consideration of approval at the next full Parish Council meeting. b) Acoustic panels – Cllr Myhill referred to an initial quote received from a specialised acoustics supplier. Following further discussion, it was agreed to start by focusing on a combination of new blinds, and ‘picture canvases’ filled with sound absorbing material, to help improve the acoustics (approx. 8-10 canvasses, with mainly historic pictures of the Old School printed on them) – ACTIONS – Cllr Myhill to obtain quotes for purchase of printed canvases (approx. size 1m X 1m). Cllrs Myhill and Gordon to meet with Museum Curator to choose a selection of photographs/objects for printing on the canvases, to then be circulated to members for their consideration. Cllr White to investigate cost of suitable ‘sound absorbing’ material. Clerk to contact owner of the photographs to seek permission for their use in this way. c) New external signage – Cllr Davis referred to the quote obtained from a local contractor, to paint and sign-write a new wooden sign for the Old School (sign to be provided by Cllr Davis). Following a brief discussion it was proposed by Cllr Davis seconded by Cllr Gordon and resolved to accept the quote for £150 (maximum amount) – ACTIONS – Cllr Davis to instruct contractor accordingly. d) CCTV cameras / alarm system – Cllr Myhill referred to the three quotes obtained to provide 5 turret, high resolution cameras for the exterior of the building. It was noted that this was a wired system and recording onto a hard disc. Following further discussion, it was proposed by Cllr Myhill, seconded by Cllr Gordon, and resolved to recommend to full Parish Council that the quote from TH White for £2,716.75 + VAT be approved (amount in excess of committee expenditure authority) – ACTIONS – Matter to be considered at full

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	<p>Parish Council meeting on 15th of January 2019.</p> <p>e) Old School Cleaner contracted hours – The Clerk reported that she had met with the Old School Cleaner to discuss how the cleaning of the building was working following the Restoration work. The Cleaner had indicated that it was working well, and she did not feel that there was any need to increase the amount of time allocated for the work. She had also noted that she would not want to increase her hours by anything other than a small amount. It had therefore been agreed to review the situation again at the end of January. In the meantime however, it was proposed that an additional half hour per week would be included for the Cleaner in the 2019/20 budget.</p>
18/19-249	<p>Old School Restoration Project</p> <p>a) Window repairs and secondary glazing – Cllr Myhill reported that sub-contractors were on site this week to carry out the repairs and outstanding secondary glazing work. Unfortunately the window contractors had been unable to attend on Wednesday as anticipated. Also, due to the fact that the supplier of the ‘aluminium fillets’ which would form the beading around the outer edge of the Crittal windows, was not re-opening for business until the 7th of January, the work would not be completed by the end of this week as had been hoped. A request had therefore been received to allow the contractors additional time to complete the work, which members accepted – ACTIONS – Clerk to provide contractor with details of the Old School availability. It had also been recognised that the front toilet window sill was completely rotten and would need replacing before it was painted. Following a brief discussion it was agreed to instruct the contractor to investigate whether or not the window is a sealed unit, or if just the sill can be replaced, and then to provide a quote for the work depending on the outcome – ACTIONS – Clerk to liaise with contractor accordingly.</p> <p>b) Snagging / other outstanding issues – Cllr Myhill reported that the contractor was currently on site dealing with the snagging and other outstanding issues. The contractor had accepted that some damage had been caused to the pavement by the roofers skip and was currently liaising with the roofer regarding cost of the repairs – ACTIONS – Cllr Gordon and Mike Bridgeman to make contact with the owners of 20 Church Street to discuss the extent of the repairs.</p>
18/19-250	<p>Re-opening Launch Event – Friday 25th January 2019</p> <p>Following a full discussion, updates were provided and arrangements finalised for the re-opening event and ‘Open Day’ on the following day – please see attached updated ‘Event Planning Summary’ document.</p>
18/19-251	<p>Old School General Matters</p> <p>a) Consider purchase of additional door keys – Following a brief discussion it was proposed by Cllr Gordon seconded by Cllr Myhill and resolved to purchase an additional 10 door keys – ACTIONS – Clerk to arrange purchase.</p> <p>b) Donation – Consider proposals for use of the money – Following a full discussion, during which members expressed their grateful thanks for the “gift” being offered for the benefit of the Old School, it was suggested that a commercial dish washer, and/or acoustic blinds or fabric blinds, and acoustic picture canvasses would be very welcome, if felt appropriate by the donor – ACTIONS – Mike Bridgeman to liaise with donor. Clerk to obtain quotes for commercial dishwasher.</p> <p>c) Fire Risk Assessment – Members reviewed in detail the recommendations made in the Fire Risk Assessment Report dated 15/11/18, confirming that all but one of the recommendations had already been implemented. It was noted that the one remaining item (Annual PAT testing of Portable electrical appliances over 12 months old) would be undertaken within the 3 month target date.</p> <p>d) General Old School Risk Assessment – Following a full review of the current risk assessment document it was proposed by Cllr Myhill seconded by Cllr</p>

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	<p>Davis and resolved to adopt the risk assessment document subject to the amendments agreed – ACTIONS – Clerk to make necessary amendments to document and circulate to members.</p> <ul style="list-style-type: none">e) Consider any further maintenance matters that need to be dealt with – There were none.f) Other Old School business - Mike Bridgeman referred to a request from the Tuesday Club to purchase a cabinet instead of shelving, from the money received from the Vintage Meet. Members noted their support for this request.
18/19-252	<p>Date of next Committee Meeting Date to be arranged.</p>
18/19-253	<p>Closure of meeting There being no further business the meeting was closed at 9.25pm.</p>