

# 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](mailto:clerk@marketlavingtonparishcouncil.gov.uk)

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## Minutes of the **Old School (OS) Committee Meeting** of the Parish Council **Held on Tuesday 28th September 2021** **At 8.53pm in the Old School**

**Committee members in attendance:** Cllr Andrew (Chairman), Cllr Davis, Cllr Fraser, and Cllr Vine.

**Others in attendance:** Carol Hackett (Parish Clerk)

	AGENDA ITEM
21/22-118	<b>Election of Chairman</b> Cllr Andrew agreed to take on the role of OS Committee Chairman for the remainder of the municipal year 2021/2022 – Proposed Cllr Fraser seconded Cllr Davis and unanimously approved.
21/22-119	<b>Apologies for Absence</b> Cllr Earley, and Mike Bridgeman had sent apologies due to personal commitments, which were accepted.
21/22-120	<b>Declarations of Interest and Dispensations to Participate</b> Cllr Fraser declared an interest in item 21/22-123c, as one of contractors asked to provide a quote for repairs to the flooring in the Dr John Reid room, was closely known to her.
21/22-121	<b>Minutes of Council Committee meeting</b> The minutes of the Old School Committee meeting held on 4th May 2021, having been previously circulated to members, were approved, and signed as a correct record (proposed Cllr Fraser seconded Cllr Davis – Cllr Vine and Cllr Andrew abstained from the vote).
21/22-122	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 8.56pm.
21/22-123	<b>Update on actions agreed at last and previous meetings</b> <ul style="list-style-type: none"><li>a) External signage – Cllr Davis reported that the supplier was just finishing the final coat, and it would then be ready for collection.</li><li>b) Installation of letterbox in front door, with lockable cage behind– The Clerk referred to the options and prices document circulated with the agenda papers. It was proposed by Cllr Andrew, seconded by Cllr Vine, and resolved to purchase the largest of the letter box options available, in order to best accommodate use by the Library for returning of books etc. and the appropriate size letter cage – <b>ACTIONS</b> – Clerk to arrange purchase.</li><li>c) Repairs to flooring in Dr John Reid Room / repositioning of radiator – The Clerk noted that three contractors had been invited to tender for the work, and then provided details of the two quotes received. It was proposed by Cllr Davis, seconded by Cllr Vine, and resolved to approve the estimate from Aussie Dave's carpentry for £590 (Cllr Fraser abstained from the vote). Additional cost for re-locating radiator to be paid for my Wiltshire Council – <b>ACTIONS</b> – Clerk to advise contractor accordingly.</li><li>d) Marketing, publicity and generating new business –<ul style="list-style-type: none"><li>i. Tri-fold leaflet – Cllr Davis agreed to forward the final design to the Clerk in the coming week, for circulation to committee members and final feedback before printing – <b>ACTIONS</b> – Cllr Davis to forward design to Clerk.</li><li>ii. Business cards – Cllr Davis to circulate design to members shortly.</li><li>iii. Consider need for any further marketing – It was recognised that the Library would be advertising their relocation to the Old School, and it was hoped that this would raise further awareness of the facilities available.</li></ul></li></ul>
21/22-124	<b>Coronavirus related matters / current bookings</b>

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	<ul style="list-style-type: none"> <li>a) Review current Regular User Groups usage – The Clerk noted that bookings from Regular User Groups now filled most of the week-day evenings. There were a couple of regular day-time bookings, but there remained no regular day-time bookings on Monday, Wednesday, or Friday.</li> <li>b) Review current number of one-off bookings – The Clerk reported that the number of one-off bookings was steadily increasing, and the '4-hour party' package was proving popular for children's parties, particularly over the weekend.</li> <li>c) Consider opening times for Library sessions – The Clerk referred to the initial suggestions made by the Library service, which included two week-day sessions and one on a Saturday morning. Whilst the week-day sessions could be accommodated, with Party bookings mainly being requested for morning/early afternoon at the weekend, and providing a good revenue stream, it was agreed to offer the Library a Saturday afternoon session as an alternative (to be reviewed after 6 months) – <b>ACTIONS</b> – Clerk to discuss opening times with Library service, and arrangements for Health &amp; Safety, and Risk Assessment documentation.</li> <li>d) Any Coronavirus related matters – The Clerk referred to recent updated COVID guidance that had been received from ACRE Village Halls Association, which she would review and provide an update at the next committee meeting.</li> </ul>
21/22-125	<p><b>Risk assessments</b></p> <ul style="list-style-type: none"> <li>a) Old School General Risk Assessment Annual review – The Clerk referred to the draft document circulated with the agenda papers, annotated with two proposed revisions (Item 1 – remove additional wording noting mats had been temporarily removed during COVID. Item 4 – instructions for storage of unused tables and chairs amended). It was proposed by Cllr Fraser, seconded by Cllr Davis, and resolved to adopt the revised document as detailed above – <b>ACTIONS</b> – Clerk to circulate revised document.</li> </ul>
21/22-126	<p><b>Old School General Matters</b></p> <ul style="list-style-type: none"> <li>a) Strakers audit valuation – The Clerk referred to the report, a copy of which had been circulated with the agenda papers. It was proposed by Cllr Fraser, seconded by Cllr Davis, and resolved to accept the audit valuation of £160,000 for the Old School, as detailed in the report – <b>ACTIONS</b> – Clerk to update the Parish Council Asset Register accordingly.</li> <li>b) War memorial stone plaques – It was agreed that the plaques would be mounted on the wall at the far end of the dining area, one on each side of the window – <b>ACTIONS</b> – Clerk to obtain necessary quotes for work.</li> <li>c) Projector – It was recognised that it had been over two years since the projector had been installed. It was therefore proposed by Cllr Fraser, seconded by Cllr Andrew, and resolved to approve the quote of £90 + VAT for a basic service – <b>ACTIONS</b> – Clerk to arrange.</li> <li>d) Consider any maintenance matters that need to be dealt with – The Clerk referred to photographs of the front door and handrails which had been circulated with the agenda papers, which showed areas of flaking paint. It was agreed that quotes would be obtained to carry out the work and considered at the next meeting.</li> <li>e) Other Old School business – Cllr Fraser noted that she had arranged for the fridge to be looked at, to see if it was repairable (the door no longer closed properly).</li> </ul>
21/22-127	<p><b>Date of next Committee Meeting</b> Tuesday 23<sup>rd</sup> November at 8.15pm.</p>
21/22-128	<p><b>Closure of meeting</b> There being no further business the meeting was closed at 9.35pm.</p>

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