

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 29th March 2022** **At 7.15pm in the Old School**

Committee members in attendance: Cllr Fraser (Acting Chairman), Cllr Earley, Cllr Davis, Cllr Vine, and Mike Bridgeman (Friend of the Old School – arrived at 8.05pm).

Others in attendance: Carol Hackett (Parish Clerk).

In the absence of Cllr Andrew (Committee Chairman), Cllr Fraser took on the role of Acting Chairman for the meeting.

	AGENDA ITEM
21/22-279	Apologies for Absence Cllr Andrew had sent apologies due to personal commitments, which were accepted.
21/22-280	Declarations of Interest and Dispensations to Participate There were none.
21/22-281	Minutes of Council Committee meeting The minutes of the Old School Committee meeting held on 23rd November 2021, having been previously circulated to members, were approved, and signed as a correct record (proposed Cllr Vine seconded Cllr Davis).
21/22-282	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 7.16pm.
21/22-283	Update on actions agreed at last and previous meetings <ol style="list-style-type: none">External signage – Cllr Davis reported that he had been contacted by the contractor to agree the top coating to be applied to the sign, and it was therefore hoped that the sign would be completed very soon.Tri-fold leaflet – Cllr Davis to circulate design to members tomorrow for final approval before printing.Business cards – Cllr Davis to circulate design to members tomorrow for final approval before printing.Gutter clearing – Cllr Davis reported that it was hoped to carry out the cleaning shortly.War memorial stone plaques – Following further discussion regarding the preferred position for the plaques, it was agreed that they would be more easily visible, and appreciated, if they were located back in the original suggested location, on the far wall of the dining area, either side of the window. Cllr Vine had prepared some actual size paper templates of the plaques, which members used to agree their exact positioning – ACTIONS – Clerk to liaise with Stone Mason to arrange a date for installation.Painting of front door and railings – Members discussed the initial quote received, and agreed that the preference would be to employ an external contractor to complete the work – ACTIONS – Clerk to obtain additional quotes to be considered at April Parish Council meeting.Energy efficiency of Old School – Cllr Fraser referred to advice she had obtained, which had confirmed that from 1st of April it was a requirement for buildings to have an EPC / MEES assessment carried out if there is a tenant / lease in place. Approval had been sought from the Committee Chairman prior to the meeting, to arrange for the assessment to be carried out on the 30th of March, and submitted, before the end of the month (cost £300 + VAT). It was noted that the requirement to have the assessment had been necessary due to the lease in place to allow the Library to use the Dr John Reid Room. It was therefore suggested that Wiltshire Council be approached with a request to

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	cover the cost – ACTIONS – Clerk to investigate.
21/22-284	<p>Old School Users</p> <p>a) 4-hour party rate – The Clerk noted that the 4-hour party rate was currently same for both Village and Non-Village residents. With the hourly rate being different depending on whether the hirer was a Village or Non-Village resident, it was questioned whether the 4-hour party rate for Non-Village residents should be different too. Following further discussion, it was proposed by Cllr Fraser, seconded by Cllr Davis, and resolved to increase the 4-hour party for Non-Village residents to £45 with effect from bookings made from 1/4/22 – ACTIONS – Clerk to make necessary amendments to advertising literature and website.</p> <p>b) Regular User Groups – The Clerk provided details of the Regular User Groups who had not returned to running their sessions in the Old School after the COVID closures, and noted that there had been one new group which had started in June 2021. She also briefed members on difficulties that were being experienced with the payment of invoices from one of the Regular User Groups, and agreement was reached on the approach that should be taken to recovering the outstanding amount at an affordable rate. Clerk to provide an update on the situation at the next meeting, or before if considered necessary.</p>
21/22-285	<p>Old School General Matters</p> <p>a) Parish Council insurance renewal documents – The Clerk referred to the renewal documents which had been circulated to members with the agenda papers. Members reviewed the items included within the policy which came under the remit of the OS committee, and it was proposed by Cllr Fraser, seconded by Cllr Earley, and resolved that no amendments were required. It was questioned whether a copy of the Library insurance had yet been received – ACTIONS – Clerk to follow up.</p> <p>b) Blinds for Dr John Reid Room – The Clerk referred to comments that had been received from the Library detailing some difficulties that had been experienced viewing the computer screen when the sun was coming through the window. Attempts had already been made to move the computer desk away from the direct sunlight, with the hope that this would help, but if not, consideration may need to be given for window blinds. Members considered the matter, and noted that if a re-arranged layout didn't work, permission would be given to installing a blind/s, but they would need to match the existing ones in the other rooms, and be paid for by Wiltshire Council – ACTIONS – Clerk to advise the WC Library Service.</p> <p>c) Old School crockery – The Clerk reported that the 48 new side plates appeared to have gone missing. Following a brief discussion, it was agreed that before consideration was given to replacing the plates, attempts would be made to contact previous users to see if they had inadvertently removed them.</p> <p>d) Market Lavington Museum – Members considered the correspondence received from the Museum, and agreed the following responses:</p> <ol style="list-style-type: none"> i. Possibility of extending the Old School wi-fi to reach the Museum – It was noted that a portable pay-as-you-go Dongle may be one option that the Museum might like to consider. Members were happy to investigate the possibility of obtaining a booster device to increase the range of the OS wi-fi to the Museum, but any cost for this would need to be covered by them. ii. Use of Old School toilets for museum visitors and volunteers – Members were happy to agree to this, with the proviso that any visitors were accompanied to the Old School, and that access could not be allowed if the Hall was already in use. <p>ACTIONS – Clerk to advise Museum accordingly.</p> <p>e) Consider any maintenance matters that need to be dealt with – There were none.</p> <p>f) Other Old School business – It was questioned whether the Library had</p>

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	<p>started any of the initiatives it had previously mentioned i.e., Book Club etc. and whether they might like the opportunity to make a brief presentation, and have the Library open at the Annual Parish Meeting – ACTIONS – Clerk to discuss with Library Service.</p>
21/22-286	<p>Year-end balances 2021/22 The Clerk referred to the summary document circulated with the agenda papers detailing the anticipated year-end balances relating to the OS budget. Not surprisingly, partly due to COVID, with far less income being received than budgeted, and some unexpected costs, the overall position at the year-end will be a budget overspend of £1,792. It was noted however that this has been off-set by the receipt of Government COVID support grants (£20,562 left at year-end), and £382 remaining from the SSE Covid grant. In view of the budget overspend it was therefore agreed that it would not be appropriate to carry forward any unspent provisions into 'Earmarked Reserve'.</p>
21/22-287	<p>Date of next Committee Meeting To be agreed.</p>
21/22-288	<p>Closure of meeting There being no further business the meeting was closed at 8.25pm.</p>