

MINUTES OF THE MEETING OF OLD SARUM MANAGEMENT COMMITTEE THURSDAY 25TH FEBRUARY
AT 7.30PM IN THE CENTRE

PRESENT: J Ayres (Chair), P Joyce, D Earle
APOLOGIES: S Bradshaw, K Kelly, E Herbert, E Wyatt

MINUTES OF LAST MEETING:

The Minutes of the last meetings were agreed as true and correct and were duly signed by the Chairperson.

MATTERS ARISING:

There were no matters arising.

TREASURER'S REPORT

There is approx. £21,000 in the accounts with an average of £1000 coming in a month and outgoings averaging just below this amount. However we have to look at redecorating the halls, possible costs of acoustic work, and a data projector being bought.

P Joyce contacted Lloyds bank regarding a Business Instant Access Account but the interest rate was very low. A Fixed Term Account needed a minimum of £10,000 to be deposited but with a low interest rate of 1.15%. If three months' notice was given on withdrawals it was only 0.7%. The decision to be recommended to the Trustees was not to open any of these accounts. J Ayres stated that he would make enquiries to see if we can obtain a better rate of interest elsewhere.

Licences obtained PRS - £288 and Umbrella Licence £186 as discussed at previous meeting.

P Joyce asked that it be noted that Wiltshire County Council were asked about an alcohol licence. We could obtain one for up to 15 events and charge the user on top of the usual lettings fees but it was decided not to obtain one. If users want to sell alcohol they should obtain their own licence but the centre must see sight of this licence before the booking is accepted.

LETTINGS

Girls Love Fit have become a regular user with three sessions a week and the Community Café are now paying for their use on a Tuesday afternoon. Yoga on a Sunday has ceased at present due to the illness of the tutor. The tutor hopes to recommence once physio has ceased.

A request was made to P Joyce from a food consultant who has moved into the area but does not have the facilities to produce her "Raw Food" line. She wondered if she could use our kitchen facilities but after a detailed discussion it was decided not to accept this booking.

The committee was informed that in future all money received from lettings would be receipted and that deposits would be returned with a covering letter asking the user to confirm receipt.

CLEANING

The cleaner is unable to perform her duties at present because of ill health. D Earle and P Joyce have been covering the work on a voluntary basis but a cleaner is required. S Bradshaw has been in contact with a resident on the estate and P Joyce will contact her as a possible replacement on a self-employed basis. If this is not successful and advert is to be placed on Facebook.

SURFACE OUTSIDE CENTRE

The work was completed over half-term and looks good.

NOTICEBOARD

Still not resolved

LOGO

The logo is ready for collection and will then need to be put up.

PUBLICITY/WEBSITE

The advert for Valley News has been sent and an invoice is awaited.

The website is up and running, thanks to Marlene, and D Earle has been given an admin password to amend any details on regular users as well as deal with enquiries.

SNAGGING

Perspex for main hall to be resolved at next meeting as S Bradshaw and E Wyatt not in attendance.

There has been a further blockage in the ladies toilet so Rightio contacted and a local plumber attended. The cost was on a par with Dyno rod (£188.80), however the plumber's details were obtained and he can do any further work at a much lower price.

Mi-space and Ridge came in to look at the flooring and guttering. The guttering needs additional brackets putting up and this will be done. Unfortunately Gloucester Flooring's representative was held up in traffic and D Earle had other appointments so was unable to stay to find out the result of their survey although Mi-space and Ridge stated that in their opinion some of the flooring round the edge of the floor in the main hall needed to be taken up and redone. The main hall is not being booked for the period from 30th March – 8th April to accommodate any of this work to be done

The contractors also went outside to look at the cracks in the rear wall and stated that it was the rendering. This is to be repaired. They also looked at the pipe to the outside tap which is bending. This again is to be repaired with the possibility that the pipe is shortened.

The trustees have been asked to complete their snagging lists and forward the collated list to D Earle by Monday 29th February for onward transmission to the clerk to the Parish Council as Mi-Space and Ridge are coming in on 2nd March to do the final snagging list.

REVIEW OF RELATIONSHIP AND PROCEDURES WITH LANDLORD

It was agreed that D Earle would continue to liaise with the clerk to the Parish Council with regard to the snagging. However the Chair of the Trustees is to be asked to write to the Parish Council to ask that sufficient notice is given regarding any work being undertaken by Mi-space, Ridge, Gloucester Flooring and any other contractors used by the landlord.

SOUNDPROOFING

The acoustics in the halls is to be put on the snagging list as there have been several instances of users of the centre stating that the acoustics were poor. There has also been a potential loss of income due to this problem (MENCAP). Chair of Trustees to be asked to write to the Parish Council regarding proposals to rectify this problem. In the meantime P Joyce to contact an acoustics specialist for advice.

P Joyce, D Earle, M Earle and E Herbert went to Leehurst Swan School to look at the acoustic work undertaken there. P Joyce has also made enquiries regarding Hush Boards and is awaiting a reply from the company involved.

FIRE ALARM PRACTICE

Not yet undertaken. S Byers (ex- trustee) to be contacted to request that he come in and show P Joyce and D Earle how the system works and possibly produce an idiots guide to put up in the office.

LESSON ON HEATING

In the contract Volume 1 section 2.5.3 page 37 it is stated that ½ days training will be given to the client and staff on the heating. J Ayres asked for a copy of this information and then he will write the clerk to the parish Council requesting that this lesson is offered.

TRUSTEE ISSUES

The trustees asked that the management committee undertake the risk assessment and that a stock take is undertaken. They also requested that the management committee arrange for the burglar alarm is set up and all users given instruction on its use.

PARTITIONING OF STORAGE AREA

Agreed it was not practical to put up a partition wall. Cages were discussed for the regular users to store their equipment but not all equipment was suitable for storage in this way. It was also suggested that solid partitions be put on the shelves as demarcation for each user.

As more equipment is being stored we need to ensure that there is enough space to get out tables and chair and to this end all regular users should be reminded to keep the storage area tidy and that if they wished to bring in more equipment permission should be sought from the management committee before they do so.

AOB

The Probation Service saw J Ayres at the Rae-Mac Stadium regarding help with community projects. He will go back to them regarding the possibility of doing work around the side of the building i.e. removing weeds, laying a membrane and graveling the surface.

Entry to be placed on Facebook to try to get new members on to the committee

DATE OF NEXT MEETING

31ST March at 7.30 p.m. in the centre