

MINUTES OF THE MEETING OF OLD SARUM COMMUNITY MANAGEMENT
COMMITTEE ON WEDNESDAY 25TH NOVEMBER 2015

PRESENT: P Joyce, S Bradshaw, K Kelly, E Wyatt, D Earle

APOLOGIES: J Ayres

P Joyce took the chair in the absence of J Ayres

1 Minutes of the last meeting

The minutes of the last meeting were agreed as true and correct and were signed by P Joyce

2 Matters arising not elsewhere on the agenda

None

3 Treasurer's report and Lettings

The balance in the account on 26th October was £22010.59 of which £3163.14 was received from the closure of the accounts for Old Sarum Community Rooms. This amount included an invoice paid to their account despite it being issued by the new centre. E-mail requested to confirm this so the current account can be brought up to date.

Expenditure to the end of October was £218.44 and the expenditure for November to date is £336.15. Income to date in November is £478.

The bank has not yet changed the signatories for the account despite the relevant forms being completed and returned a fortnight ago. Regular checks to be made with the bank to ascertain the current position.

Invoices to be submitted monthly be the cleaner and thanks were given for the work done .

A sanctions letter has been issued to a recent party and their deposit retained due to the hall being left dirty and the additional rooms, 2A and 2B being used when not booked.

With regard to lettings the following new classes are due to start in January – a French class for Primary School children after school on a Monday and a gym class for pre-school children from 9.30 – 11 am on a Tuesday. A representative of the British Legion is coming to the centre on Monday to look at hiring halls 2A and 2B one evening a week for their band practise.

The Fish and Chip van started business on Monday evening on the road outside the centre. This resulted in forks for fish and chips being found near to toilets and also hall 2A. The Youth Club and Cubs and Beavers to be informed that no fish and chips can be consumed on the premises.

4 Removal of Rubbish

The skip has been booked for Thursday 26th November and members of the committee who agreed to help empty the compound were asked to meet at 1 pm. The cost of the skip is £193.80 inclusive of VAT

5 Shed

The shed for the use of the nursery has been ordered from Woodford Forest and Landscapes at a cost of £508 + Vat including installation. The company will prepare the base of paving slabs at an additional cost of £195.66 + VAT

6 Noticeboard.

No decision made. The suppliers of the shed to be asked if they can build us a noticeboard

7 Logo

Sarum Graphics are to provide a draft and estimate for the logo which will include "Old Sarum Community Centre"

8 Publicity

Need to know from M Brazier where we are up to with the website.

Facebook – a further discussion took place and the committee were concerned that it would only be a site for complaints and not our achievements. Any relevant items could be placed on the Community website. To be re-looked at in January

Valley News have a "hire a hall" section on which we can advertise – to look at in January

9 Snagging

Thanks to E Wyatt for removing the broken key from the lock for the folding wall. New instructions have been put up to explain how the wall should be opened and closed.

The baby changing unit is now in place, thanks to M Earle for putting it together. E Wyatt to affix to the wall.

The taps and toilet flush in the crèche have now been repaired as well as the flush to one toilet in the ladies by a local firm. Despite two applications of caustic soda the family toilet in the ladies is still not flushing properly so a plumbing firm such as Dyno Rod to be contacted. - D Earle

E Wyatt to turn off tap to outside water tap for the winter.

Seal around the glass partition outside the centre needs to be put back properly – E Wyatt.

The blinds in 2A need to be looked at – are they broken or do they just need clipping back up - S Bradshaw

Perspex to be bought for under the serving hatch as the wall is dirty and the marks cannot be removed. S Bradshaw to enquire about the price.

Mops to be colour coordinated for specific purpose and a notice put up in the caretakers cupboard. - S Bradshaw

Burglar alarm – this was put off pending the BT line being installed. P Joyce to look at setting it up.

The items outstanding with Persimmon homes are:

- 1 fire door to kitchen needs re-alignment
- 2 Crack in wall outside boiler house
- 3 Pipes in boiler house need to be boxed in as per specification of build.

The clerk to the Parish Council has been asked to provide an up-to-date list to check if any of these items are over 28 days old and need following up.

Committee members to meet on 6th December at 2 pm. To put a Christmas tree, provided by E Wyatt, in the entrance hall.

10 Gardening Rota

In hand - D Earle to produce from January

11 Soundproofing

Still waiting quote being arranged by S Ayres. P Joyce has still to contact Leehurst Swan and Mark Moran at Wiltshire County Council. The curtains have now gone up in the main hall, thanks to D Earle for altering them to fit and S Bradshaw for putting them up. A quote to be obtained for a track on the window above the fire door and the possible making of further curtains for this area as the curtains have helped with soundproofing. - D Earle

12 Warranties

K Kelly, Parish Councillor, to contact the Parish Council's clerk re warranties as the solicitor has not received them despite requests being made.

13 AOB

The following items to be placed on the agenda for the next meeting

- a) Fire alarm practice
- b) lesson on heating system

14 There being no further business the meeting closed at 9 pm Next meeting to be held on 20th January at 45 Sherbourne Drive.