

St Mary's School Building Management Committee

Minutes of St Mary's School Building Management Committee held on Monday 24th July 2017, at the premises of The Guild of Spinners, Weavers & Dyers, St. Mary's School Building, Steeple Ashton.

Attending:

- **Committee** - Mr. Malcolm Bond (Chairman), Mrs. Lynda Beaven, Mrs. Ines Crucefix, Ms. Marion Pearce, Mrs. Lydia Peters.
- **Churchwardens** - Mr. Michael Moore.
- **Tenant Representatives** –
 - Mrs. Valerie Laverick, Wiltshire Guild of Spinners, Weavers & Dyers
 - Mrs. Beryl Francis, Wiltshire Guild of Spinners, Weavers & Dyers
 - Mr. Ron Plum, Steeple Ashton Community Shop

1. **Apologies for absence** had been received from Mr. Jeremy Cottle (Steeple Ashton Parish Council). The Chairman noted that the vicar of St. Mary's and also Mr. Roger Meade, Churchwarden, were always welcome to attend the meetings if they so wished.
2. **Minutes** of the meeting 27th February 2017 – the draft minutes having previously been circulated, were agreed and signed, with the minor amendment of Mrs. Valerie Laverick not being present, but Mrs. Beryl Francis was in attendance in her stead.
3. **Matters Arising** from the April meeting. There were no matters arising.
4. **Report and Updates from the Chairman**

a. COMMITTEE

The Chairman welcomed Valerie Laverick to her first meeting since taking over as the Guild Chairman from Terri Dodd and wished to record the hard work put in by Terri over the years since the Guild became a tenant. Beryl Francis would also now be attending the meetings on a regular basis. The Chairman also welcomed Lynda Beaven to her first meeting as the Parish Council representative and clarified that only the SBMC Committee Members (as listed above) had voting rights.

b. LEASE

The lease for the Guild has not quite yet been finalised (final check-through still needed), but MB aims to complete it shortly and then circulate to the Guild reps. Ines Crucefix has agreed to print the lease if required.

ACTION: MB

c. MAINTENANCE

MB explained that as Mark Arnold was just back from holiday he has not spoken to him about the following items:

- The first floor front windows need to be able to open in the event of a fire in order to use as a fire exit. **ACTION: MB**
- The Parish Office back door is a fire exit and therefore the lock may need to be changed for a more appropriate one. **ACTION: MB**
- The cowl on the rear roof of the main building has been leaking. The thought was to create a new loft hatch in the ceiling to access the cowl from the inside, rather than erecting scaffolding outside (expensive), and risk damaging the roof tiles. MB will need to speak to Mark Arnold to see whether this is feasible. As the bill is likely to be above £1000, then 3 estimates would be required. In order

to complete the work before the winter it may be necessary to take a vote before the next meeting in October. **ACTION: MB**

- The front railings had been quoted at nearly £10,000, including VAT, to undertake a proper job, including replacing the stonework, and galvanizing and epoxy powder coating of the metalwork. This would improve the streetscene and also ensure safety. MB would like the issue raised with the Parish Council to see whether a joint project team could look at how best to fund the project. LB will discuss with the Parish Council and MB is happy to meet. **ACTION: LB/MB**

LB asked whether Listed Building Consent would be required for the works to the railings. MB will speak to the Conservation Officer, Russell Brown, at Wiltshire Council, to ascertain what permissions might be required. **ACTION: MB**

- It was noted that tractors and lorries mount the pavement along the High Street, causing damage to the paving slabs.
- The Guild asked whether Mark Arnold could look into why a window on the first floor at the back no longer opens since being painted. They also wonder whether a vent is blocked as there are damp patches on the wall in the kitchen area. MB said that he would add these points to the list to be discussed with Mark Arnold. **ACTION: MB**
- MB asked VL and BF to email him their phone numbers in case they need to talk to MA/MB further. **ACTION VL/BF**

5. Replacement of Administrator

MB reported that he had been asked whether a joint application would be acceptable. After discussion it was decided to not take this option forward. It was suggested that maybe an approach to the 4 unsuccessful Parish Council candidates might be worth pursuing. LB to provide MB a list of names and contact details.

ACTION: LB/MB

6. Future maintenance

Guild – the Guild would like contact details for local electricians who might be available to do some PAT-testing. MB will pass on details to VL.

ACTION: MB

The Guild also reported that they had held a successful fire drill recently and that the annual fire inspection had taken place.

STASH – no additional maintenance issues to report.

SAPC – no additional maintenance issues to report.

7. Correspondence

- The Valuation Office Agency letter to the Guild was noted.
- Window Cleaning - MB to make clear with the window cleaner (Peter Brownhill) that the STASH windows downstairs need to be cleaned every 3 months and the rest of the building need to be done every 6 months. **ACTION: MB**

8. Finance

- MB clarified that the signatories to the bank accounts are MB and MP. Audit trails were discussed and LB suggested that if and when an administrator starts then possibly set them up with online VIEW access rather than FULL signatory access. Good practice for online payments which can be set up by just one signatory is to print off the payment screen and then for the other signatory to sign the printout and the original matching invoice and check the bank statement.
- MB noted that the NFU Insurance renewal was only slightly increased from the previous year, as the H&S policies and fire certification etc. were viewed very positively by the underwriters. *[£2263.38 -> £2307.72, = 1.96%]*
- MB reported that the balances held at the bank at the end of June were just over £16,000. *[£5135.11 in the current account, and £11021.17 in the deposit account]*

9. Any Other Business

a. Steeple Ashton Guides

- MB reported that the guides now have most of the money for the building. He has talked to Cllr David Price (SAPC) and the old building will be removed soon along with the contents.
- MB planned to remove a small tree which will be in the way as he has a chainsaw licence. LB asked whether a Tree Application (TCA) needed to be submitted to Wiltshire Council as it is in the Conservation Area of the village. LB to investigate. **ACTION: LB/MB**
- MB offered to talk to the Electricity Board to make sure there are no cables from the sub-station which could be damaged during construction of the guides hut. **ACTION: MB**
- MB reported that at the previous SBMC meeting it was proposed that the Old Toilet Block area which was currently understood to be under SBMC control be ceded to Steeple Ashton Parish Council (SAPC). This would then align the ownership to that of the Land Registry Title documents held by SAPC for the Acreshort Field, which shows the Old Toilet Block within the red line. Michael Moore indicated that the Churchwardens were content with this arrangement. MB then asked for the SBMC Committee to support the proposal. **This was unanimously agreed by the SBMC Committee.** LB to inform SAPC. **ACTION: LB**

b. Village Shop

- Ron Plumb reported that the shop had produced a new leaflet which was seeing an increase in trade, bringing in new customers from outside of the village.
- The shop will also be on the airfield this weekend for a gliding competition.

10. Date of next meeting – Monday 30th October 2017, 7.30 pm.