ALCESTER TOWN COUNCIL

SQUASH COURTS WORKING GROUP MEETING NOTES – 11 April 2024

Attendees: Wendy Mills (chair), Mark Cargill, Kathryn Cargill, Vanessa Lowe, Wendy Sherwood, Marcus Bennett, Andrew Jackson

1 Actions from last meeting.
Marcus had investigated options for internet connection. It was agreed that wired internet, quoted by Fresh Fibre at £35/month, looked suitable – **Marcus and Mark to pursue.**
List of sundries for fit out. Attendees suggested items to add – **Wendy M to update. Andy to obtain a deep sink for the workshop.**

2 Progress against High Level Plan
Good progress. Roof work complete, new external doors and interconnecting door fitted, HVAC installed and to be commissioned on 18th. Planning permission granted. Electrics nearly complete, just lighting to airlock to do. **Mark to ask Steve Hine to bill CS for £10,000**, rest of cost to be met by ATC shed budget.
Order placed for fire doors, awaiting PL insurance document. Sliding door to toilet to be quoted for by same supplier.
Flooring for kitchen and toilet area quote received – supplier returning to check.
Builder returning on 22nd to build ramps to external doors and undertake a few more jobs, the ramp to the main door will have a rail.
Fitting accessible toilet is a priority. Cheryl from Orbit is seeking advice on the specification for us.
Mark is due to meet the SDC Deputy Chief Exec to discuss refurbishing the very untidy car park area.
Mark has sent shutter door spec to companies for quotes.
Building regs – SDC had withdrawn our application after claiming further information was needed. Drawings have been resubmitted and we are hopeful that the application will now be approved. Stair gate and a notice will be required.

2 Finances
Still favourable. Total committed plus actual as at 4 April was £98200 v available funds of £148600. Spending commitments by the end of March were satisfied. 2 further grant applications have been made: UK Rural Economic Prosperity Fund £20,500 for capital items to fit out the CS, and Lottery grant of £10k for first year running costs. Still waiting to hear about the WCC Social Fabric Fund application for funding for solar.
Vanessa highlighted that the number of users of the shed will need to be recorded and submitted quarterly to justify grants.

3 Ground Rules, shed roles and activities.
Wendy S had written up notes from the public meeting held on 9th April. It was interesting to see that many social activities were favoured in addition to the workshop activities. There had been a few volunteers at the meeting for the key roles but more are needed. **Marcus to send WhatsApp request** to all on mailing list to try and get more responses.
Vanessa has agreed that Tim Forman can train the shed members who have volunteered to look after machinery safety and Tim will generally oversee training to ensure needs are met.
A fee of £2 per session was thought appropriate by those who attended the meeting. Signing in and picking up name badges signifying roles and competencies was a good idea.
Marcus is drafting the code of conduct and practice.

Wendy S will work on membership form, outcomes form and a shedders handbook (to include a health form which will be stored securely in the shed).

Building keys – it was agreed a register of key holders was required. **Wendy M to set up.**

4 AOB.

Shed cleaning up – agreed best date for volunteers is 16th am**. Wendy M to get cleaning materials and face masks.**

Profile to remove waste outside. **Mark to chase.**

Paul and Leon required to remove rubbish from interior and exterior on 23rd/24th**. Mark to book.**

When shed is running volunteers will be asked to take home rubbish initially. If this is not practical other solutions re waste removal will have to be considered.

Repair Cafe repairers visit to shed - agreed 12 am on 25th. Wendy S will ask them to complete an anonymous form after the visit.

5 Date of Next meeting – 28th May 2pm at ATC office.