

## Alcester squash Court working group meeting notes

28<sup>th</sup> of May, 2 pm, Clerks office

Attendees: VL, MC, AJ, MB, WS, KC

Apologies: WM

- 1) Actions from last meeting
  - a. Internet connections. Marcus has explored the equipment needed and will pass on a list to Vanessa to purchase. Marcus has a Sim which we can use for about 18 months after which we will explore alternatives.
- 2) Progress against plan
  - a. Electric installation almost complete, although we now have discovered additional items for the toilet – an alarm pull cord for disabled users
  - b. Fire alarm system is now installed and ready for commissioning. Volunteers needed to help commission the system.
  - c. Toilet. Plumber is now installing the new toilet, wash hand basin and sink in the workshop area. When the new floor is down, he will install the new sink piping etc. for the kitchen area.
  - d. Solar panels. New quote using local equipment supplier company Powerland, and a local installation company was received today. Quotation needs analysing however it does appear to be the best value so far. As the quotation is below the grant level, we need to be aware of how we spend any residue, i.e. increasing the system capability or perhaps looking at the separate power supply for the site.
  - e. Separate supplies are being explored with National Grid and we expect a site visit with their engineer in the near future
  - f. Building works. Jason and Ben are taking on the installation of the wheelchair ramp and also levelling out the floor in the kitchen area. When the floor is complete, then we can have the new flooring installed. We have the sizes and location of the ramp and when installed, we will explore the cost of a handrail to meet the specifications as laid down
- 3) Future.
  - a. Following discussions AJ/MDC we believe that having a regular session 1 day a week where volunteers can turn up and basically do anything that helps the Shed is the way forward to improve the take of volunteers. Early suggestions were Tuesday mornings say ten to one, although this can be explored. To that end we need to get flyers out and advertise it. Marcus to explore whether we can put some leaflets on the Community fridge stand at the street market.
  - b. Mark to arrange the delivery of the Tambor units from Warwickshire County Council
  - c. At some point soon when the floor is down, we will need to bring down the kitchen units from the mezzanine floor and design and layout the kitchen for installation.
  - d. It was noted that during the rain the downpipe into the gully splashing quite badly. A collar of some kind needs to be installed

- e. Building name. Discussion over the name of the building and the community groups using it took place. As the building is owned by Alcester Town Council then it should have a name specifically to identify it from all the other buildings. The shed is called Alcester community Shed; however, it also has the name Men's Shed. This may lead to confusion and a more elegant solution is needed. Suggestions to call the building something like Centre Court, court one, the old court, were mentioned. As ATC will be leasing/renting the building out then it will not be the responsibility of ACS.
  - f. It was agreed to install a framed list of all the people and organisations that have contributed to the shed. Location in the airlock
  - g. Training for members is essential including using ladders. ATC volunteer form to be used
  - h. Investigate the air filtration units in the Depot/EPCC and see if they are suitable for the workshop area
- 4) Finances. As WM was unable to come, this will be deferred to a later meeting
  - 5) Membership documents. Wendy has sent out a request for a review of the documents to ensure that we have the right level and content for the future of the Shed. Comment to Wendy please.
  - 6) Volunteer situation. A push, as mentioned above, needs to happen to try and engage and bring in more volunteers and members of the Shed. It was suggested that we contact the local parish councils to help promote the shed.
  - 7) Training will have to be provided as appropriate. There are members who are quite happy, qualified and capable of offering training.
  - 8) Next meeting 25<sup>th</sup> June 14:00 Clerks office

Mark

#### Post meeting updates

- 1) AJ has sent through a safeguarding document. MC to action
- 2) MB has sent the items list to VL
- 3) Doors are being fitted
- 4) Builder has examined the kitchen area and is to concrete block out the hole as there may be damp there – possibly Friday
- 5) Plumber has sink units and will start fitting Monday