

ALCESTER TOWN COUNCIL

SQUASH COURTS WORKING GROUP MEETING NOTES – 25 June 2024

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

1 Actions from last meeting.

Insurance quotes – Andy had obtained quotes from Zurich and Wessex. The latter were cheaper so it was agreed to go with them but get an up to date quote nearer the time we start to add equipment - **Andy**. Group to decide then which budget will meet the cost.

Building name - Agreed not required. Alcester Community Shed at rear of Greig Hall is sufficient.

2 Progress against High Level Plan

- Toilet and sink installed, including hot water supply
- Plumbing for kitchen, workshop and assembly room done – to be connected when workbases are completed
- Electrics 95% complete
- Flooring fitted in kitchen
- Internet equipment purchased and being tested. Good bps results.
- Building work – seeking builder for ramp
- Roller shutter door fitted
- Fire doors being painted, to be fitted and store area door on order
- Air lock constructed, being painted and quote for glazing to be obtained
- Volunteer Tuesday mornings started
- AGS students getting volunteering experience 25 and 26 June. So far they had enjoyed painting the air lock and were working on designing flyers and posters.

Still To Do

- Andy working on fitting kitchen units along back wall
- MC has been offered a slimline dishwasher. **Mark to check age**, if over 2yrs we'll buy new
- Served base units and counter – to include drawers for cutlery. Wendy has base unit that may be used.
- Skirting boards
- Ramp for front – Mark has asked several builders for quotes, recently asked Bloor Homes. Also getting quote for handrail
- At rear just need to add slope outside the door to the slabs
- Collect storage cabinets after painting is complete
- Put up items on wall – mirror, baby changing unit etc
- Fire extinguishers and signage– **Wendy M looking into this.**
- Seats. A few are required now for volunteers to use. Some can be collected from EPCC – **Andy to arrange with Tim**. Permanent stackable seating required – **Marcus to find out Wixford Hall source and costs.**

3 Finances

Still favourable but tight as more items become apparent during fit out. Total committed spent as at 14 June was c £70k, estimated costs for remaining work c £70k. Although this would result in a surplus against total funds, this money is needed to cover first year operating costs. In addition, there are ring fenced funds for solar panels and battery storage, and for shed capital items.

4 Solar Panels and batteries.

Mark had obtained quotes and the two companies which came within budget and to our spec, one of which, Supplier2, uses batteries from local company Powerland. Vanessa had obtained 2 references for each company and all were positive. Supplier 2 has a commercial arm. It was agreed that the local connection gave Supplier 2 the edge and that **Mark contact Supplier 2 for an up to date quote, confirming the VAT situation, and requesting timescales plus the usual risk assessment, method statement and public liability insurance. The contract will be in CS name.**

Mark has contacted National Grid about a separate power supply for the shed which would have many advantages. This may be expensive and, even if budget was available, it is likely to take a long time to implement. It was agreed the priority is to get the solar panels and batteries fitted before opening and pursue this later.

5 Volunteer situation

We need more volunteers if we are to meet the September opening date. The last Facebook campaign had resulted in one new volunteer. **Vanessa to contact other parish clerks and Wendy S to re-run the Facebook post.**

6 AOB.

Shed logo artwork, name sign and banner. Peter and Wendy S had met with PSW who have quoted for these within the £500 budget. They are able to repurpose existing banners for £60 each. Agreed to go ahead with landscape sign above the main door and banner. **Peter and Wendy S to agree size and location of the board and arrange order.**

In August we will arrange a day for the public to visit the shed and sign up for membership. Date to be agreed at next meeting.

Health & Safety Policy and Risk Assessment needed. **Wendy S to contact Arthur to get copies of theirs.**

When we lift floor protection in the courts we will need to take a view on if it needs refurbishing.

7 Date of Next meeting – Wednesday 24 July 2pm at ATC office.