

ALCESTER TOWN COUNCIL

SQUASH COURTS WORKING GROUP MEETING NOTES – 14 August 2024

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

Apologies: Wendy Sherwood

1 Progress against Plan

The task list as at 7 August was reviewed:

- Kitchen nearly complete, plinth and heater to be fitted, plus sealant - **Andy**
- Dishwasher and fridge installed. **Wendy S to test dishwasher and hot water heater.**
- Front ramp – latest quoted install date -either last week in August or first week in September. Wendy M had asked for quote for additional work of adding gravel on right hand side of door.
- Skip has been filled. **Mark to arrange collection.**
- Mobile dust extraction machine. **Andy to get details and lead time.**
- Reduce length of shutter frame. **Mark to do this before ramp is started.**
- Removal of rubbish. Paul and Leon collecting on Monday 19th August. Floor covering in general court to be taken up before then – **Mark and Kathryn over the weekend**
- Floor cleaning and lacquer. Quote obtained from JM Flooring. Although this work was out of scope of the original project it was agreed that this work should be carried out whilst the courts are not in use. **Wendy M to ask contractor to start 21st August. This means both courts need emptying and tools moved upstairs.**
- Groundworks at rear. Jason Gough had started on 14 Aug and extra work had been identified to make the area level, estimated additional cost £200.
- Skirting. Wendy had identified a supplier of MDF, undercoated. **Wendy to order.**
- Lack of window keys. **Andy to try his own keys, if they fit get copies made.**
- Cupboards donated by Neil have been collected. Will have to be stored outside covered by tarpaulin until floors finished.
- Alcester Academy are donating 5 wood working benches. Collection of these plus donated cupboards, filing cabinets and air filter cabinets from EPC. **Mark to book Paul and Leon for after 22nd August but before end of school holidays. Vanessa to check availability of filing cabinets.**
- Shed sign collected. To be fixed at same time as canopy before last week in August, because of limited access when ramp is in place. **Peter and Mark.**
- Carpet tiles, coir mats and new additional vinyl in lobby plus waterproof mat in workshop. **Mark to contact Contemporary Coverings re date for laying these-around second week in September.**
- Seats and tables. Set of 4 vinyl seats and coffee table to be ordered. Link to colour range has been circulated for comments. **Vanessa and Kathryn to also look at stacking chairs and folding tables and place orders.**

- **Andy, Peter, Mark and Marcus to meet before the next SCWG meeting to agree a list of tools and a plan showing where benches, cupboards etc will be placed in the shed.**
- Simple wireless doorbell. **Marcus to select one and fix. Wendy M to ask Tim for an appropriate sign for the wall.**
- Community Shed phone – **Marcus to source one that allows forwarding.**
- Banner – Peter and Wendy had mocked up a design. **Marcus to send Peter details of Facebook site, email address, and new phone number.**
- Leaflet – **Peter to ask PSW to design an A5 one based on the banner.** 200 to be printed.
- Possible opportunity for a short update re shed to U3A meeting Tuesday 3rd Sept 2:30pm. **Wendy M to supply U3A chair's email to Mark.**
- Tidying the outside area. Mark is meeting with Tony Perks on 23rd August and will ask if SDC can resurface. For a quicker interim solution **Mark to contact SDC Streetscene leader and ask if his team can kill weeds and tidy the area.**
- Payment card reader required to link to shed phone. **Marcus and Andy to progress.**
- Cash box and book. **Andy to sort.**
- Internal Keysafe. **Marcus to sort.**

2 Finances

An £800 donation has been promised from Piers Daniell's grant funding. McCarthy & Stone had been in contact again but no funds had yet been donated.

From the Community Shed account Andy had paid the deposit for the solar panels/batteries. The overall project financial situation was still favourable with a projected surplus to meet running costs.

3 Solar Panels and batteries.

Mark had signed the contract with KBL. DNO approval was awaited. **Mark to contact SDC surveyor to ensure she is aware of the contract.**

4 Opening date

Opening date. Agreed Saturday 28 September at 2:30. Tea and cakes. Mark to chase Earl of Yarmouth for a response by Friday and if he is not available we will invite the MP to officially open it. Invitations to be sent out next week by email. **Mark to draft wording for invites and for a press release and pass to Vanessa for her input.**

5 Date of Next meeting – Friday 23 August 10am. at ATC office.