

ALCESTER TOWN COUNCIL

SQUASH COURTS WORKING GROUP MEETING NOTES – 24 July 2024

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

Apologies: Marcus Bennett, Andrew Jackson

1 Progress against Plan

- Volunteers have been busy on carpentry tasks and painting. Andy has started fitting kitchen units.
- The air lock will be glazed on 25th July.
- The final work on the fire doors and new toilet door should be fitted on 27th July.
- Fire extinguishers and signage to be fitted on 2nd August
- Planning is now at a weekly level, with the addition of a task list which is being worked through by volunteers
- The lead time for the front ramp and railings mean it is critical path – depending on choice of supplier it can be 8 weeks – see below for decision on quotes received.
- Finding a contractor available to do the groundworks at the rear had proved problematic. However, Mark had just spoken to Jason Gough who has agreed to fit in the work estimated to take 2 men 2 days. **Mark to buy manhole cover.**
- Work on sourcing a dust extraction system needs to start – **Mark and Peter to work on this.**
- Units for the servery - **Vanessa to place a B&Q order.**
- Mark has identified a machine to hire to clean the floors.
- A small porch is required. **Mark to investigate ready-made.**

2 Finances

Following another kind donation, we are comfortably expecting that the project will come within available funds and leave some surplus for 12 months running cost. The total cost for electrical work was now known.

3 Front ramp quotes

Quotes for ramps from 2 ramp suppliers were compared. It was agreed that CraftMasters quote be accepted including the optional groundwork below the ramp. This had the shorter lead time of c5 weeks. **Vanessa to place the order.**

4 Solar Panels and batteries.

The VAT situation had been clarified after the last meeting. A revised quote from KBL Electrical had been received to supply panels generating 12kW and 10kW of battery storage for £20,830 plus VAT. We have funding of £25k, all of which must be spent on solar. Also the electricity usage will be by both the Mens Shed and users of the meeting room so any electricity generated will keep down running costs. It was agreed we should accept the quote. Ideally, they can install before the shed opens.

5 Fire Emergency Procedures

The gate to the left of the shed has a lock which requires a key. To enable shed users to reach the Fire Assembly point at the side of the Greig Hall that gate must be unlocked. Shed Fire Procedures must therefore include the unlocking when it is in use and locking up at closure. **Wendy to discuss with Andrew Matheson.** An external notice is also required stating the building is owned by ATC and a contact number.

6 Shed sign design

PSW had supplied examples which were discussed. A design and size was chosen, with a change of one colour to match the juniper green shed roof and door. **Peter and Wendy S to ask PSW to go ahead to produce the sign.** It was agreed that the poster looked good, it will need new photos and text.

7 Seating and workbenches.

It was agreed that converting the old doors to workbenches would be labour intensive and require timber so it was preferable to purchase new. To decide on how many and what type, the room layout and machine tools likely to be used should be considered. **Peter and Mark to explore workbench options.** Spare chairs at EPPC can be used in the workshop. More chairs are required for the meeting room plus table(s). **Kathryn to explore chair and table options,** referring to Marcus's email and Vanessa's supplier contacts.

8 Opening date

It was agreed that we set a date for opening at the end of September, depending on the yet-to-be agreed celebrity's availability. Saturday 28th September was a preferred date. Mark is making contact with possible candidates.

9 Date of Next meeting – Wednesday 14th August 2pm at ATC office.