

ALCESTER TOWN COUNCIL

SQUASH COURTS WORKING GROUP MEETING NOTES – 6 September 2024

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

Apologies: Peter Crouch, Wendy Sherwood

1 Progress against Plan

Building Control have approved plans but still require us to add fire protection to the stairway plus a fire door, and to mark out disabled parking.

The ramp has been installed and interior kitting out started including wood working benches, Tambour units, chairs and air filter units from EPCC.

Djuka have started installing the electrics for the solar panels and will complete the work on 11/12th September. MGID builders will do the fire protective studding also on 11/12th.

Wendy M is meeting with Sam Streeter on 13th, to discuss the fire door work. His availability to do the work is limited but we need to get it completed before we can reschedule the fire risk assessment.

The task list as at 2nd Sept was reviewed:

- Kitchen nearly finished. **Andy to complete.**
- Disabled parking required by Building Control. We may have to employ a contractor. **Vanessa has done some research and will pass to Wendy M.**
- Tidying the area at the front. Wendy M has contacted Andrew Matheson about the Greig improving their rear window boards. Wendy M will also contact the Army Cadets. **Vanessa to provide contact details for the Cadets.**
Mark to contact Craig Bourne of the Streetscene Team regarding sweeping.
- Machine tools for the workshop. We have funds that have to be spent. We discussed getting some for the opening and then getting opinions from potential members about further kit. **Andy to create an initial list of tools including an A3 laminating machine and pouches.**
- Mark has information from Giles at Heart of England Woodturning. It was agreed to purchase a lathe set for £2300 inc VAT. **Mark to send details to Vanessa.**
- Lobby flooring to be laid before first open day on 20th. **Mark to arrange. (now booked for 18th Sept.)**
- Insurance. Will be on risk from this evening.
- Lack of window keys. Andy has found the handles actually need replacing. **Andy to buy handles.**
- Planning the workshop. **Andy, Peter, Mark and Marcus to agree where workshop items will be positioned on Tuesday 10th.**
- Community Shed phone. **Marcus to arrange forwarding of SMS messages to Mark's phone.**

- Payment card reader required to link to shed phone. **Andy is progressing but was having issues with PayPal.**
- It was agreed that rather than complete all tasks on the list before the opening some can be done by new members and thereby get their direct involvement in the shed.
- Building plans. **Wendy to contact the architect to get a revised set of plans.**

2 Project Finances

Latest finance figures were viewed. Some of the recent spend items will be met from the UK Rural Economy Prosperity Fund grant.

3 Opening dates preparations

Open days. September 20th 2-4pm and October 12th 9.30am- 12, to coincide with the Big Breakfast. Wendy S has prepared an A5 flyer about these 2 dates which will be printed soon by PSW.

Cleaning and setting up for the open days. **All available to meet at the shed on Wednesday 18th Sept at 2pm.**

Marcus to get tea, coffee, sugar and milk for the open days.

Wendy M to get cakes from the Country Market and more mugs.

Notifying the press. SDC require certain statements re funding on such communications.

Vanessa will contact the Stratford Herald and Redditch Standard regarding the 2 open days.

The pull-up banner, A5 posters and the general flyer all depend on new photos. It was agreed that Mark, Pete, Andy and Marcus meet at 12noon next Tuesday 10th September, at the end of the volunteer morning. Workshop to be arranged and tidied, and photos to be taken by Marcus and circulated to us all. It was agreed that aprons should be worn, Repair Café ones will do. **Mark to bring aprons.** 2 photos are needed: one showing working with tools in the workshop and one showing the outside of the shed with welcoming hosts!

New shed aprons. Pete had obtained a quote from Alcester Embroidery. **Vanessa will ask Wendy S to take this forward, ordering 20 initially.**

The official opening 25 October 10.30 – 12. Invitations will need to go out at the end of next week. **Vanessa and Wendy to meet to draft these.**

4 Date of Next meeting – Tuesday 24th Sept 2pm at the Community Shed.