

## ALCESTER TOWN COUNCIL

### SQUASH COURTS WORKING GROUP MEETING NOTES – 24 September 2024

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

Apologies: Wendy Sherwood

#### **1 Progress against Plan**

Solar and battery storage installed and working well, shed insurance on risk, stairway fireproof studding and lighting done. Chairs, tables and many machine tools delivered. Skirting in meeting room complete. Lobby flooring laid. Ramps to rear door and rear camera fitted.

The task list as at 18 Sept was reviewed and other tasks added:

- Remove louvred metal panel upstairs and add plasterboard. To be done on 1<sup>st</sup> October. **Andy/ Peter.**
- Fire door upstairs. Contractor to fit 27/28<sup>th</sup> September.
- Fire risk inspection, **WM to arrange.**
- Disabled parking required by Building Control. To be done after SDC sweep the area on 14<sup>th</sup> October.
- Exposed solar cables at rear. **Mark to investigate how to cover them.**
- Acknowledgements board. **Wendy M to send Vanessa final version. Vanessa to arrange adding logos and ask PSW to do layout to fit the frame.**
- Fit doorbell. **Mark meeting Elizabeth Dixon on 29<sup>th</sup> September to agree fitting location**
- ACS Phone which will work with the card reader. **Marcus and Mark to investigate and purchase.**
- Building control visit. **Wendy M to arrange after fire door is fitted.**
- Camera at front. **Mark and Marcus to purchase and fit.**
- Signs. A quote had been received from PSW for the sidewall. **Pete to send quote to Vanessa for her to order. Pete to get quote for another one to go on Greig Hall front – to have arrow added to the logo.**
- Seats for meeting room. Existing chairs to go in workshop. New seats required, **Vanessa to order 12 including some with arms. A further set of easy chairs also to be ordered.**
- Mat in entrance lobby bearing logo. **Mark to get quote, check thickness and order.**
- Label maker. **Marcus to choose one and send details to Vanessa to order.**
- PAT testing equipment. **Wendy to look into.**
- Further workshop equipment. **Pete to choose a bike stand, Mark to investigate a 3D printer and laser etcher. Vanessa to place West Country order.**

#### **2 Project Finances**

Latest finance figures were viewed, still in a favourable position.

### **3 Opening dates.**

September 20th open afternoon had been very successful and c50 people attended. 2 new people have so far completed membership forms.

October 12<sup>th</sup> 9.30am- 12. Marcus will be unavailable. Wendy getting cakes. **Vanessa to arrange printing of 20 copies of the flyer to put on Greig tables. Pull up banner to go in foyer.**

### **4 Invites and prep for the Grand Opening.**

25th October 10.30 – 12. Official opening at 11am. The Mayor will be asked to conduct the opening. Invitations will be sent out on 25<sup>th</sup> September by Kyla. **Vanessa to send Mark the invitee list to review. Mark to contact Midlands Today. Mark and Kathryn to get 6 bottles of Prosecco and the pastries. Vanessa to arrange glasses and plates from EPCC.**

### **5 Shed Membership.**

Marcus has set up a spreadsheet which includes membership numbers. Andy will deal with membership forms while Marcus is away. It was agreed that forms should be acknowledged by email. The membership form needs amending to state the session fee and where to return the form - a post box outside the shed or chairman's address. **Pete to obtain a post box.**

Session supervision. Andy was happy to welcome members, ensure sign in etc, but we will also need someone to supervise machine use who has the relevant experience. **Mark to ask Arthur how Redditch Mens' Shed approach this and to discuss with George.**

Training. Heart of England Wood Turners are going to send a proposal about training and demos which we will consider. **Vanessa will also discuss with Tim F.**

**Mark to do on-line safeguarding training.**

### **6 Meeting room use.**

It was agreed that booking of the meeting room should not begin until the New Year, thus allowing time to concentrate on getting the Shed up and running. ATC will record bookings in a diary and not allow meeting room bookings when the Shed has a booked session.

### **7 Cleaning and Waste Removal.**

The Community Shed will arrange a rota for this.

### **8 Date of Next meeting – 18<sup>th</sup> October 11am at the Community Shed.**