

ALCESTER TOWN COUNCIL

SQUASH COURTS WORKING GROUP MEETING NOTES – 5 November 2024

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

Item Carried forward from last meeting.

There is a need for a workshop supervisor to train members on machine tools, sign off their competence and oversee users each session. A new member, Colin Tew, has some experience and is getting his training notes together. More than one such supervisor is needed. **It was agreed to email members and also put up a general advertisement for this role – MB.**

Each workshop session should also have someone in charge and Andy had put himself forward for this role when he is available.

1 Progress against Plan

All major tasks complete.

The task list as at 29 Oct was reviewed and it was agreed that many of the remaining tasks could be allocated to ACS members.

2 Project Finances

The final project finances were reviewed. There is a £20k surplus which will be used towards on going costs for the period up to Jan 2026.

The surplus will also be used for purchasing non-capital items, including the expected contribution that ATC will have to make towards the carpark resurfacing, for which SDC are getting quotes. From the surplus funds will be transferred to the ACS account when needed. In January 2026 it is expected that ATC will start charging ACS for use of the workshop. WM provided estimated on-going costs.

There remained £9438 for capital purchases for ACS which must be spent by the end of February 2025 and which must be purchased via VL. It was agreed that a printer and notice board were needed. **Members to let VL know exactly what is required.**

Future alterations to the building will be managed by ATC. **VL agreed to speak to Steve Hine re installing 3 fire door stops, similar to those at EPCC.**

3 Procedures.

The draft ACS procedures drafted by WM were agreed with minor changes. **MB/AJ to laminate and put on wall.**

The 2 Memoranda of Understanding between ATC and ACS were agreed, with MC signing on behalf of ACS.

4 Other points discussed.

- MB is in the process of labelling machines etc. He has also loaded the laptop with relevant apps and documents.
- ACS committee to consider weekly themes for workshops and add to notice board.
- Tools for Africa being advertised by the Greig Hall. MC confirmed that ACS is working with them on this initiative.
- First aid box. Needs hanging up together with signage. ACS members to action.
- Induction checklist new members. ACS committee to action.
- Fire Evacuation Procedures. MC to update and distribute to members.
- Fire marshal/warden online training. MC, AJ, MB and PC all to do this.
- MB to give VL and Tim Forman read-only access to the Google drive.
- Repair café sessions to be organised in the Shed in January – one evening and a Saturday morning, with a few repairers.
- The ACS committee will now meet regularly to take forward managing the workshop, planning sessions and engaging with members. There will be a need to assess its effectiveness and report to fund providers. This will also feed into future applications for funding.

5 SCWG closure.

WM declared this would be the last meeting of the group and thanked all for their work – a real team effort!