

# **Guardians of Strutts Meeting - 1<sup>st</sup> July 2019 at 7pm in the Headmaster's Room**

**Present:** Nick McLeod (Chair), Janet Honey, Eric Manning, Kathleen Manning, Cynthia Maddock, Neil Riddle, Frank Smith, Sue Salaun

## **Item**

### **1 Apologies**

There were no apologies

### **2 Previous Minutes**

NM took the committee through the previous minutes

### **3 Matters Arising from the Previous Minutes**

#### a) Gail Sheils accident on Hall North stairs

JH had contacted Wirksworth Town Hall with regard to replacing the nosing on the staircases at Strutts. She reported that the nosing at the Town Hall looks very acceptable. All the stairs at Strutts may need to be done with the stairs to the north of the Hall being given priority. Quotes need to be obtained. AJ Floorcraft was mentioned as a possible supplier/contractor, locally-based. The cost is estimated to be approx. £4,000 per set of stairs. Quotations (prices and specifications for 1 set of stairs) to be obtained by CM

#### **Action CM**

JH commented that the surface of the steps themselves may also need to be repaired. Short term repairs can be put in place if necessary.

EM suggested the need for improved lighting on all staircases.

Listed Building Consent is needed for any changes to the interior, so it's important to know whether the covering was on the stairs when the LBC came into effect. Surfaces of treads must be 'slip-resistant'.

#### **Action NR**

Nick has instructed Dave Bolton to put in cables and trunking for CCTV in public areas with a priority given to stairs. All external doors and quads will be covered. This is urgent in the light of the insurance claim, which has shown the value of CCTV.

#### **Action NM**

b) Frank is putting a duplicate server at the back of the lift and in Rooms 54. He is also looking at combining internet, telephone and Wi-Fi into one contract to obtain a better and more efficient deal. Customers need better Wi-Fi coverage and availability.

#### **Action: FS**

c) The question of the re-furbishment of the floors outside the lift on the first floor, as specified in the decorator's quote, was raised. The work on the floors has not been done. Nick is to follow this up.

**Action NM**

d) The data wiring in Reception needs to be made good.

**Action NM**

e) The new tarmac now allows access for disabled people and pushchairs to the site, but access is still a big frustration for a lot of people. NR still has the documentation for the Gibfield Lane Ramp Project and will find out what was given consent. This needs to be re-validated and a new application needs to be made with costings (NM reported that he had spoken to Alan Wagstaff, (who is still in hospital) and has met with Alan's daughter. Alan now has a mobility scooter and when he is back home, may be able to advise re improved access for disabled people.

**Action NR**

f) The new bar price display is to be put up in Room 13

**Action NM**

#### **4 Financial Report**

a) EM reported that £18,479.65 was on the bank statement of 17<sup>th</sup> June. £6,000 was transferred from SCL on 28<sup>th</sup> June. Normally around £10,000 has been transferred but less this month as £10,000 worth of cheques have not gone through. Money coming in has slowed recently and some money is outstanding from the last financial year (finishing end of May). There have been 300 hours of maintenance payments including the cost of the cherry-picker and cleaning – both costly. The amount spent on these is approx. £13,000 to date. £80,000 per annum can be spent on maintenance. The Ryklow £50,000 still needs to be allocated.

b) A number of outstanding invoices need to be raised.

**Action EM/ JH**

c) CM expressed concern that there is no record of Dave Bolton's time when he's working. It was agreed that he must be asked to sign in and out and identifiable numbers need to be allocated for each piece of work in the maintenance book with a sequential numbering system. Dave must specify the number of hours of work and where the job is taking place. Purchase orders need to be raised, for easy identification of maintenance jobs. One 'maintenance' book is to be used on Reception and volunteers are to be instructed to put any problems in the book, number them and enter faults on

the booking system. NM will speak to volunteers about this and also to Dave and Rob at HSR.

**Action NM**

## **5 Restoration and Repairs Report**

a) Dave Bolton has been re-pointing outside of the south staircase. This is ongoing. He is also putting up extra floodlights to cover the front of the building.

b) The roof above Room 58 is leaking. Listed Building Consent may need to be obtained for the work. A flat roof analysis survey was carried out previously by Ridge. **Action NR**

c) An application was made to put a Perspex covering over the stained glass window in the Library to avoid the same damage caused to other windows at the front of the building from people throwing missiles at them. FS has drafted a response to Paul Warren at Amber Valley Borough Council, covering all the issues. NR agreed to look at this and to send a pre-application letter and application to the Planning Dept.

**Action NR**

d) The Band Room is to be re-wired and the electrics updated. A quote had been obtained from Rob Bolton at HSR and the committee queried various items and their necessity. NM is to talk to Rob and ask for specifications and prices with labour and materials clearly separated. A copy will then be given to Derwent Brass as they have offered to get alternative quotes.

## **Action NM and NR**

## **6 Facilities**

a) The defibrillator bought from St John Ambulance is now working. As St Johns were less than helpful, NM referred to the manufacturer who talked through the manual over the telephone and explained how the defibrillator needs to be connected. This was not clear from the manual and the manufacturers have made a note of this. NM is to arrange to show volunteers how the defibrillator needs to be worked.

**Action NM**

b) The risk assessment for Legionnaires Disease has been completed, but the report has yet to be received. The risk has been significantly reduced, but there is a question as to how much further this can be taken.

**Action NM to present report when received.**

c) Following the fire risk assessment recommendations, the joiner has made X2 & X3 doors external opening to increase the capacity of people

leaving the building. However, the joinery work has highlighted a problem with crash-bars on the external doors (denying access to disabled people). The joiner is to convert X8 door with the ASSA lock and crash-bars already purchased, to see if doing that will allow access from the outside. Other crash-bars may need to be purchased.

#### **Action NM**

d) NM to chase the joiner who is also staining the last Honours Board and making other notice-boards. CM needs to propose where the final Honours Board will be located.

#### **Action NM & CM**

e) CM reported that she has ordered a rope barrier to separate the two areas in the Library now that the Derbyshire Archaeological Society Records Library has been opened. Refreshments for the opening were provided by KM and thanks have been received via e-mail.

The licence agreement with DAS need to be updated.

#### **Action NM**

It was also noted that an invoice needs to be raised for this DAS event.

#### **Action EM/JH**

### **7 Publicity and Website**

a) FS is to publicise the Derbyshire Archaeological Society Records Library grand opening on the Strutts website.

#### **Action FS**

### **8 Calendar and Events**

a) NM and FS will be away for the scheduled SCL meeting on August 5<sup>th</sup>. However, it was agreed that the August meeting should go ahead as planned and that JH will chair it. **Please note that it was agreed that all actions must be reported at the next meeting.**

b) The next GOS meeting that was scheduled to be held on October 5<sup>th</sup> is now to be held on September 30<sup>th</sup> instead.

### **9 Volunteer Tasks**

a) NM reported that a volunteer has been found to cut the grass. NR had done a lot of “tidying up” at the front of the building last Sunday. It looks much better!

b) A professional painter and decorator has volunteered his services.

**Action NM**

c) NM’s presentation to the U3A was well-received and had produced three more volunteers. These people need to be contacted.

d) Malcolm is on a course for up to twelve weeks for three days a week, which will need to be covered.

e) The first newsletter will be sent out in September. Pat and Sue (BSS Committee) are working on this.

f) CM suggested that the Guardians are to sponsor the BSS-organised Race Night for all volunteers and also the celebration to mark ten years of the Strutts Project.

g) Although the number of active volunteers has increased overall, more volunteers are needed.

**Action ALL**

**10 Health and Safety**

a) Fire extinguishers have been checked.

b) A loose window was reported in the Gym and has been repaired. We all need to inspect for loose windows as a matter of routine.

**Action All**

**11 A.O.B.**

a) NM has spoken to Sergei and it has been agreed that he will only use the building during normal hours. It was felt that he should surrender his key, make bookings to play the piano and sign in and out as other users do. He is also to be asked not to play the piano between 7pm at night and 9am in the morning. An alternative would be to find a way to make the piano much quieter and Sergei has suggested ways in which this could be done. This is in response to a letter of complaint received from a resident on the other side of Gibfield Lane. Sergei is also to be asked to take away any food or wrappings as is expected of other users. All of this is to be done on a trial basis. However, CM reminded the committee that he has agreed to play for the celebrations of ten years of the Strutts Project and NM also noted that he has become quite a celebrity in Belper and his musical gifts are much appreciated.

**Action NM**

b) FS also noted that there is a problem with noise from Dan's Dancing Devils and that this should be an item on the next agenda if the problem has not been resolved before then.

c) A letter of thanks is to be sent to the old committee of the Community Hall for their donation of £600 to Strutts. However under the changed circumstances, it was felt that the donation should be given by Strutts to the new committee of the Community Hall to show Strutts support for their community centre and the work that they do. All were in favour of this. NM to draft letter and send to Guardians for approval.

**Action NM**

d) FS reported that it would be possible to buy a steel-framed shed (24 m x 12m) for £50,000 or a larger one for £75,000 which would provide a performance space. EM pointed out that this would fulfil the terms of the Ryklow donation. FS to explore possibilities further.

**Action FS**

**12** The meeting closed at 10.15 pm.