

MINUTES OF LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE MEETING HELD  
VIRTUALLY ON ZOOM ON TUESDAY 7 September 2021 AT 6.30PM.

PRESENT                      Mrs C Evison                      Mrs S Ings  
                                    Mr D Kent                        Dr P Rivett  
                                    Mr J Sharrod                    Mrs E Sheppard  
                                    Mrs S Sims                      Mr R Wignall

88.     APOLOGIES

Apologies tendered by Ms M O'Grady and Mr R Mayne

89.     Chairman's remarks

- 89.1    Mr Wignall, Chairman gave a short report as to how we stand at the beginning of our new financial year. Hopefully the coming year will see bookings back to normal (pre-covid). He stated that it is our duty as trustees to look after the Hall for future users and put the Hall on a sustainable basis. The three main strands, being the building, finance and the people/community. We must ensure that the building doesn't deteriorate, but be well maintained and improvements carried out. Running costs are increasing year on year although our bank balances are currently healthy. We cannot expect to increase charges year on year - our hirers will only accept certain increases. We need to maximise occupancy rates, look to fund raise and apply for grants for capital projects.

People are the key to our sustainability - currently we are lucky to have Mr Bleach acting as our caretaker but we need to plan for the future through succession planning. We have seen more modern procedures put into place and currently have the services of a booking secretary. We have tried to adapt our working so that we are not dependent on one person. There is a need to ensure knowledge and skills are spread around now is the time to get committee members more involved. If anyone on the committee would like to take responsibility and is interested in a certain role e.g., promoter of the 200 Club, maintenance please come forward. Mr Wignall asked the committee to think about fresh ideas so that we can move forward.

**ACTION - AGENDA ITEM NEXT MEETING - Moving**

**forward**

90.     200 CLUB DRAW

- 90.1    The draws for August and September took place with the winners as below:

Prize	Winner	Number	Prize
First Prize	Mrs B Whyte	133	41.00
Second Prize	Mrs J Squires	17	17.00
Third Prize	Mr R Whyte	115	10.00

Prize	Winner	Number	Prize
First Prize	Mr D Pope	148	41.00
Second Prize	Mr T Wiseman	186	17.00
Third Prize	Mr and Mrs P Doust	184	10.00

- 90.2    Membership numbers now 136 - 2 numbers not renewed - 1 new number/member

One renewal due in October.

- 90.3 Discussion took place as to when and how best to publicise the 200 Club to gain more members. Suggestions were to contact regular users, distribute flyers to all in the village and have a page advert in the Lavant News.

- 90.3.1 It was agreed that regular users would be contacted

**ACTION - CHAIRMAN**

Mrs Evison to word an advert for the Lavant News in liaison with the secretary

**ACTION - MRS EVISON**

Application forms to be available on the website and through the secretary.

91. MINUTES of the meeting held on 6 July 2021, having been previously circulated were formally approved as being a true record of the meeting and signed by the Chairman, Mr Wignall.

## 92. MATTERS ARISING

- 92.1 Min 80.2 Plaque - enquiries being made as to cost.

- 92.2 Min 86.2 Mr Wignall has spoken with Mr Mike Bleach, and although he is unable to sit on the committee would like to get involved perhaps by running an event in 2022 (their company was due to hold a Centenary event this year) which could be incorporated with something we might be arranging.

- 92.2.1 It was mentioned that it is hoped to have a village event, led by the Parish Council, on the Green on Sunday 5 June to commemorate the 70<sup>th</sup> year of the Queen's reign.

- 92.2.2 It was agreed that Mr Wignall would try to meet up with Mr Bleach to explore ideas and suggest to him perhaps he contact the Chairman of the Parish Council, James Pickford

- 92.3 It was suggested that we should publish minutes of our meetings on the website to inform people of what we are doing. It was agreed to do so and make a note in the Lavant News that they are available if anyone wishes to see them.

**ACTION - ONGOING**

## 93. FINANCE

- 93.1 Treasurer's monthly reports for June and July. - see appendix 1 and 2 +attached.  
The bank balances as at 31 August 2021 - that date being the end of the Halls' financial year showed healthy balances.  
In July the booking secretary did extra administration work as regular and other bookings were confirmed.

## 94. HALL BOOKINGS

- 94.1 Mr Wignall reported that the Hall was now fully open with the exception of the sports section. The use of face masks and hand sanitisers still to be encouraged and hirers to run their booking as covid secure as possible. Regular bookings are much the same as pre-covid - bookings for weddings/parties are down as people are still cautious of making advance booking for such events.

- 94.2 Hall hire prospects 2021/22 See Appendix 3. It is estimated that we require an income of £28000 per annum to cover our running costs + a small margin.

## 95. CARETAKER'S REPORT

- 95.1 Min 83.2 Re-painting of Green Room external windows. Mr Wignall and Mr Mayne were happy to accept the quotation for the work. The work been undertaken in the last week.
- 95.2 Min 83.4 Cleaning update. Dr Rivett reported that Mr Bleach was happy with the work by the cleaners and everyone seems to be working together. Mr Bleach is now able to access the Hall diary (with admin view) to see details of bookings so that he can then plan the cleaning hours that will be needed.
- 95.3 The Secretary advised the meeting that we have obtained seven more 6' Gopak tables plus a small trolley from Lavant Churches. Although not new it was suggested that perhaps a donation to the Church could be made.
- 95.3.1 It was agreed to make a donation of £200 to Lavant Churches.

**ACTION - TREASURER**

- 95.4 Defibrillator. Mr Wignall received a recent enquiry as to whether our defibrillator was registered on the National Database. He has contacted SECAMB installer of the equipment (we provided the cabinet and power supply) and we understand that it is on their database. Questions also arise regarding the maintenance and as to whether it contains batteries with a finite life. He has also asked for advice as to what our responsibilities are regarding the equipment and whether it should be further registered. A reply is awaited.

**ACTION - ONGOING**

## 96. IMPROVEMENTS

- 96.1 Min 84.1. Survey. A meeting was held attended by Mr Wignall, Dr Rivett, Mr Bleach, the Secretary and Mr Sims (volunteer) to discuss the principles of the report and its priorities. It appears that there are no guarantees for any previous work undertaken at the Hall, so all works will need to be funded.
- Repairs to the roof, together with making sure that we are compliant with the regulations for asbestos were highlighted
- Priorities:
1. Safety. Glazing - there is not sufficient evidence that toughened glass has been used throughout the building - this needs addressing through a risk assessment. Asbestos - action a new survey
  2. Preventing deterioration to the fabric of the building - matters requiring attention damp, roof and timbers.
- In future when work is undertaken energy efficiency is to be considered.
- Application for grant funding to be made for capital projects
- Management of projects - agreed that we would not project manage but select contractors that are competent to do so e.g., appropriate contractors to undertake the refurbishment of the sports section
- Damp in corner of the Bleaches Room due to disabled entrance ramp bridging the dampproof course- Lavant Volunteers to be asked to help - drill out a channel between the ramp and the wall to allow air to circulate.
- Lavant Volunteers - currently clean out guttering, drains and clearing weeds around the building

**ACTION - ONGOING**

- 96.2 See confidential minute
- 96.2.2 Sports section refurbishment. It was agreed that now is the time (cricket season is coming to an end and the football club are not using the facilities for this season or the next) to get the project off the ground and obtain quotes for the work. We would then have a full picture of

what is involved, the cost and look for grant funding. Mr Wignall will attempt to draft a scope of work and seek input from the cricket and football clubs.

**ACTION - CHAIRMAN**

**97. HEALTH AND SAFETY**

- 97.1 Min 85.1 Fire detection and alarm system installed. Committee members on the call out list are to be instructed on the Fire Panels use. Still awaiting instruction by P A Fire Systems

**ACTION - ONGOING**

- 97.1.1 There has been three false alarms, due to the mains power supply being taken out  
The Fire panel situated just inside the foyer together with the fire detectors are to be checked every six months. A check of the contract is to be made to ensure that maintenance of these items is covered.

**ACTION - CHAIRMAN**

- 97.2 The Fire Emergency plan has been updated and published on the website. The evacuation plan to be displayed at various points in the hall.

**ACTION - SECRETARY**

- 97.3 Emergency lighting in the ladies' toilets is not working correctly - requires checking

**ACTION - ONGOING**

- 97.4 Min 85.2 Asbestos register. It was reported that in 2009 an asbestos survey was carried out by an accredited (at that time) surveyor. The regulations have since then changed and that surveyor would not now be accredited.

No asbestos has been introduced to the premises since that report and what there was in the outside corridor was removed according to the regulations.

The recent condition survey raised questions as to whether there might be asbestos in the referee's room which has a boarded-up window. Asbestos is known to be present in the soffits that are overlaid with plastic - their condition needs checking. Contractors working within the premises are always given the asbestos register before commencing work.

- 97.4.1 It was unanimously agreed to get a new survey completed. A quotation for the work is £660. Mr Wignall will liaise with Mr Kent with regard to accepting the quotation.

**ACTION - MR WIGNALL/MR KENT**

**98. ANY OTHER BUSINESS**

- 98.1 Christmas Fayre - Confirmed to be held on Saturday 27 November from 2 - 4pm. preparation in the morning. Help will be required to decorate Hall in preceding week and on the day. Hall to organise Raffle, Teas/coffees and admissions. Letters to organisations to go out this month.

- 98.2 Note of internet password. It was agreed to put a notice of the password up in the foyer for users.

- 98.3 Mrs Ings advised the meeting that work on the new additional car parking area would commence on 1 November and the car park would be closed for a period of 8 weeks. It was pointed out that we often have disabled drivers using the Hall - Mrs Ings will enquire as to how they can be accommodated.

**ACTION - MRS INGS**

Mr Wignall will advise regular hall users of the car park closure.

**WIGNALL**

**99. DATE OF NEXT MEETING**

Tuesday 5 October 2021 at 6.30pm. - to be held in the Green Room if not booked  
Agenda - Moving forward

There being no further business the meeting closed at 7.50pm.

Signed: W R Wignall

**Date: 5 Oct 2021**

Appendix 1 and 2      Treasurer's report  
Appendix 3              Hall bookings  
Attached to minutes: